

## **GFC Executive Committee (EXEC)**

### Approved Motions

The following Motions and attendant Final (and Recommended) Documents were approved by the GFC Executive Committee at the meeting of March 7, 2011:

#### Agenda Title: **Human Resource Policy Suite (in UAPPOL)**

**Motion:** THAT the GFC Executive Committee recommend to General Faculties Council, as submitted by the Associate Vice-President (Human Resources Services):

- (a) the proposed UAPPOL human resource policies and procedures, as set out in Attachment 1; and
- (b) the corresponding rescission or deletion of existing GFC Policy Manual Sections 5 (Academic Staff, Academic Staff Agreements), 18 (Associate Faculty) and 48 (Employment Policies), in part or in total, as set out in Attachment 2; and
- (c) the corresponding rescission of the following existing UAPPOL Policies and Procedures-- Employment Policy; Conditions and Benefits of Employment Policy; Advertising of Administrative Professional Officer Vacancies Procedure; Advertising of Faculty Vacancies Procedure; Advertising for Faculty Service Officer Vacancies Procedure; and Advertising for Librarian Vacancies Procedure,

all to take effect on July 1, 2011.

**Motion II:** THAT the GFC Executive Committee recommend to General Faculties Council that, for the purposes of replenishing the memberships of GFC, GFC Standing Committees, and bodies to which GFC elects members, University Governance will continue to deploy the Staff Categories currently set out in Section 5 of the GFC Policy Manual and noted in the relevant Bylaws, Terms of Reference, and institutional policies and procedures until such time as these bylaws, terms, policies, and procedures have been revised to reflect the new Staff Categories set out in the relevant Staff Agreements and (proposed) Human Resources Policy suite.

Final Recommended Document: [Item 4](#)

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#### Agenda Title: **Term Limits for Deans – Proposed Changes to the Selection of Faculty Deans Procedure**

**Motion I:** THAT the GFC Executive Committee take from the table the proposal concerning (proposed) changes to the Selection of Faculty Deans Procedure, as originally submitted by the Office of the Provost and Vice-President (Academic).

**Motion II:** THAT the GFC Executive Committee, under delegated authority from General Faculties Council and the Board of Governors, recommend to the Board Human Resources and Compensation Committee approval of proposed changes to the Selection of Faculty Deans Procedure, as re-submitted by the Office of the Provost and Vice-President (Academic) (and as set forth in Attachment 1), as amended, to be effective upon approval.

Final Recommended Document: [Item 5](#)

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Agenda Title: **Death of a Member of the University Community – University Response Policy**

**Motion:** THAT the GFC Executive Committee recommend to General Faculties Council the proposed new Death of a Member of the University Community – University Response Policy and associated procedures, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1 (and as amended), and the corresponding rescission of GFC Policy Manual Section 108.14 (University Response to a Student Death) and MAPPS (Manual of Administrative Policies and Procedures) #01-030-005 (Death of a Member of the University Community), all to take effect upon final approval.

Final Recommended Document: [Item 6](#)

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Agenda Title: **Proposed Changes to the Terms of Reference for the Council on Student Affairs (COSA)**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed revisions to the Terms of Reference for the Council on Student Affairs (COSA), as submitted by the Office of the Dean of Students on behalf of COSA and as set forth in Attachment 1 (as amended), to take effect upon final approval.

Final Approved Document: [Item 7](#)

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**OUTLINE OF ISSUE**

Agenda Title: **Human Resource Policy Suite (in UAPPOL)**

**Motion:** THAT the GFC Executive Committee recommend to General Faculties Council, as submitted by the Associate Vice-President (Human Resources Services):

- (a) the proposed UAPPOL human resource policies and procedures, as set out in Attachment 1; and
- (b) the corresponding rescission or deletion of existing GFC Policy Manual Sections 5 (Academic Staff, Academic Staff Agreements), 18 (Associate Faculty) and 48 (Employment Policies), in part or in total, as set out in Attachment 2; and
- (c) the corresponding rescission of the following existing UAPPOL Policies and Procedures--Employment Policy; Conditions and Benefits of Employment Policy; Advertising of Administrative Professional Officer Vacancies Procedure; Advertising of Faculty Vacancies Procedure; Advertising for Faculty Service Officer Vacancies Procedure; and Advertising for Librarian Vacancies Procedure,

all to take effect on July 1, 2011.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-Provost and Associate Vice-President (Human Resource Services)
Presenter	Chris Cheeseman, Associate Vice-President (Human Resource Services); Donna Herman, Special Advisor to the Provost; and Joyce Hiller, Senior Administrator, Human Resource Services
Subject	Human Resource Policy Suite

**Details**

Responsibility	Provost and Vice-President (Academic) and Vice-Provost and Associate Vice-President (Human Resource Services)
The Purpose of the Proposal is	To consider and recommend on the proposed Human Resource Policy Suite and related documents.
The Impact of the Proposal is	To rescind and replace GFC Policy Manual Sections 5 (Academic Staff, Academic Staff Agreements), 18 (Associate Faculty) and 48 (Employment Policies) with the newly-proposed human resource UAPPOL policies and procedures. The UAPPOL documents have been updated to reflect current institutional practice.
Replaces/Revises	GFC Policy Manual Section 5, Section 18 and Section 48, in part or in total; and UAPPOL Policies and Procedures – 1) Employment Policy; 2) Conditions and Benefits of Employment Policy; 3) Advertising of Administrative and Professional Officer Vacancies Procedure; 4) Advertising of Faculty Vacancies Procedure; 5) Advertising for Faculty Service Officer Vacancies Procedure; and 6) Advertising for Librarian Vacancies Procedure, all of which can be viewed online at: <a href="http://www.uappol.ualberta.ca">www.uappol.ualberta.ca</a> .
Timeline/Implementation Date	July 1, 2011.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	<b>Issues – Background</b> For the past several years, there has been an ongoing project to move GFC policy out of the GFC Policy Manual into the realm of UAPPOL policies and procedures. The attached documents have maintained the

	<p>overall intent of the existing GFC policies, are in accordance with all Collective Agreements, and have formalized and standardized current “best practice” related to hiring, selection, and appointment of staff.</p> <p>There are a number of sections in the current GFC Policy Manual, GFC Bylaws/Standing Committee Terms of Reference, and other UAPPOL policies and procedures which refer to “categories of staff,” and these will need to be updated to refer to the new UAPPOL policies and procedures. This entails, for example, reviewing GFC Standing Committees’ membership as many GFC committees base their membership on the definition of Staff Categories presently set out in GFC Policy Manual Section 5 (Academic Staff, Academic Staff Agreements).</p> <p>A communications plan is being developed to ensure that the campus community is aware of this UAPPOL Human Resource Policy suite and related procedures.</p>
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**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> – Talented People; <i>Dare to Deliver</i> ; and University Business Plan
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	<p>1. <b>Post-Secondary Learning Act (PSLA)</b>: The PSLA gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)).</p> <p>2. <b>Post-Secondary Learning Act (PSLA)</b>: The Board has authority to employ officers, employees and academic staff (sections 83 and 84 of the Act).</p> <p>3. <b>Post-Secondary Learning Act (PSLA)</b>: GFC has authority to approve procedures relating to the appointment, promotion and dismissal of academic staff (Section 22(2)):</p> <p style="padding-left: 40px;">“<b>22(2)</b> A person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council.”</p> <p>In addition, GFC may recommend to the Board of Governors on "procedures in respect of appointments, promotions, salaries, tenure and dismissals" of academic staff (Section 26(1)(o)):</p> <p style="padding-left: 40px;">“<b>26(1)</b> (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university[.] [...]”</p> <p>4. <b>Board of Governors General Terms of Reference</b> (Section 1.b): “The Board has delegated to each Committee responsibility and</p>



	<p>authority to make decisions on behalf of the Board in the Committee’s defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”</p> <p><b>5. Board Human Resources and Compensation Committee (BHRCC) Terms of Reference, Sections 3 and 4 state:</b></p> <p>“3. <u>MANDATE OF THE COMMITTEE</u></p> <p>Except as provided in paragraph 4 and in the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to and the Board delegates to the Committee responsibility and authority for all policies and procedures affecting staff working conditions at the University and matters for collective bargaining and related service contracts. The Committee shall also consider any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing the Committee shall:</p> <p>(a) consider and propose changes to collective agreements and confirm the mandate for negotiating committees with all bargaining units; [...]</p> <p>4. <u>LIMITATION ON DELEGATION BY THE BOARD</u></p> <p>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to:</p> <p>(a) consider and propose changes in collective agreements and confirm the mandate for negotiating committees with all bargaining units; [...][and]</p> <p>(c) approval of collective agreements and any substantial revisions thereof [...] [.]”</p> <p><b>And . . .</b></p> <p><i>Public Service Employee Relations Act; Employment Standards Code; University of Alberta Staff Collective Agreements; Federal Government, Immigration and Refugee Protection Act, Alberta Human Rights Act</i></p>
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**Routing (Include meeting dates)**

<b>Consultative Route:</b>	
Human Resource Leadership Team	October, 2009 – general discussion and development of policies/procedures
UAPPOL Policy Development Group	November, 2009 – general discussion and development of policies/procedures

Vice-Provosts' Meeting (VPM)	December 14, 2009 – general discussion
Strategic Initiatives Group (SIG)	April 20, 2010 – editorial suggestions and consistent terminology
Executive Planning Committee (EPC)	May 26, 2010 - editorial suggestions
Libraries	Spring, 2010 – consultation to ensure categories of staff address issues on library access
Deans' Council	June 16, 2010 – clarification regarding definition of Adjunct Academic Colleagues
President's Advisory Committee of Chairs (PACC)	June 17, 2010 – general discussion
Fieldlaw LLP	Summer, 2010 – created new "Academic Colleagues Policy" to clarify non-employee type relationships
AASUA	November, 2010/February, 2011 – clarified and revised where appropriate to ensure that collective agreement/GFC policies/Federal Government regulations are accurately reflected
NASA	November, 2010 – editorial suggestions were received
Strategic Initiatives Group (SIG)	January 18, 2011 – recommended consistent use of Advisory Selection Committee for APOs as per other continuing academic categories
Executive Planning Committee (EPC)	February 9, 2011 – supported recommendation to mandate Advisory Selection Committee for APOs
Deans' Council	February 16, 2011 – specific discussion regarding mandating the use of Advisory Selection Committee for APOs as well as clarification around membership for Advisory Selection Committees for Faculty and Named Research/Teaching Chairs
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (March 7, 2011) - for recommendation; General Faculties Council (March 21, 2011) – for recommendation; BHRCC (May 3, 2011) – for recommendation; Board of Governors (May 13, 2011) – for final approval
Final Approver	Board of Governors

Attachments (each to be numbered 1 - <>)

1. Attachment 1 (pages 1 – 33): Proposed Human Resource Policy Suite
2. Attachment 2 (pages 1 – 26): Conversion of GFC Policy to UAPPOL Human Resource Policy Suite

*Prepared by:* Donna Herman, Special Advisor to the Provost, and Joyce Hiller, Senior Administrator, Human Resource Services (with assistance from University Governance)

DEVELOPMENT LEAD:

VERSION #1 DRAFT DATE: 3/11/2011

NOTE: This header will be removed for UAPPOL publication

<b>Go to:</b>	<a href="#">[Overview]</a>	<a href="#">[Purpose]</a>	<a href="#">[POLICY]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[RELATED LINKS]</a>
This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.					

## Recruitment Policy

<b>Office of Accountability:</b>	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
<b>Office of Administrative Responsibility:</b>	Vice-Provost & Associate Vice-President (Human Resources) and the Office of Faculty Relations
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Overview

#### *Legislation Governing Academic Staff*

Pursuant to provisions of the *Post-Secondary Learning Act of Alberta*, the Board of Governors has the authority to manage and operate the University in accordance with its mandate and employ **staff members**, including academic staff.

The complete wording of the relevant section(s) of the *Post-Secondary Learning Act of Alberta* should be checked in any instance where formal jurisdiction or delegation needs to be determined.

#### *Legislation/ Agreement Governing Support Staff*

Employment of support employees is pursuant to the *Public Service Employee Relations Act*, the *Employment Standards Code* and the *Post Secondary Learning Act*. Employment of support employees who are covered under the collective agreement is also governed by the *Collective Agreement between the Non-Academic Staff Association and the Governors of the University of Alberta*.

### Purpose

The purpose of this policy is to establish transparent practices in the **recruitment** of individuals employed by the University of Alberta. The University's aim is to have consistent practices, with objective criteria, and to employ those individuals who will contribute to the achievement of the University's mission.

### POLICY

#### 1. BASIS FOR EMPLOYMENT DECISIONS

- a. Decisions will be made on the basis of merit.
- b. Decisions will be governed by all relevant federal and provincial legislation and by the University's *Discrimination and Harassment Policy* as may be amended from time to time. Decisions will be made in accordance with the University's *Employment Equity Plan* as may be amended from time to time.

- c. Decisions will be made with an on-going commitment to remove employment-related barriers which may inhibit the recruitment and retention of individuals in the **designated groups** and other individuals who possess personal characteristics identified as protected grounds in the Alberta Human Rights Act and the University of Alberta Discrimination and Harassment Policy.

## 2. CANDIDATES FOR EMPLOYMENT

- a. Qualified individuals, including University staff members, students and alumni of the University of Alberta may apply for a position within the University.
- b. A **Foreign national** may apply for positions and appointment will be subject to relevant Federal and Provincial Government regulations.
- c. The employment of **children** will be subject to the relevant provincial legislation.
- d. **Family members** or **associated individuals** may apply for positions but the staff member involved will not be included in the recruitment process or decision.
- i. All employment decisions involving family members or associated individuals will be made in accordance with the University's *Conflict Policy*.
  - ii. All employment decisions about hiring family members or associated individuals will take into account the legal principles surrounding family status under the Alberta Human Rights Act and the University of Alberta Discrimination and Harassment Policy.

In accordance with the University's *Conflict Policy* exceptions to these decisions may be made by the appropriate Vice-President where special circumstances apply.

## DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Recruitment</b>	The posting, advertising and selection of persons to be employed as staff members
<b>Designated Groups</b>	Women, Aboriginal persons, persons with disabilities, and visible minorities.
<b>Foreign National</b>	Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements).
<b>Children</b>	A person under the age of 16 as defined in s.65(1) of the <i>Employment Standards Code</i> .
<b>Family Members</b>	Includes a person's spouse or adult interdependent partner or another individual to whom the person is related by blood, marriage or



	adoption.
<b>Associated Individuals</b>	An individual whose employment by a staff member would have the appearance of being a conflict of interest. This includes consensual personal relationships and business relationships.

## **RELATED LINKS**

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[Conflict Policy – Conflict of Interest and Commitment, and Institutional Conflict](#)

[Discrimination and Harassment Policy \(GFC 44\)](#)

[Employment Equity Plan](#)

[Employment Standards Code](#)

[The Alberta Human Rights Act](#)

[Employment Equity Act](#)

[Immigration and Refugee Protection Act](#)

[Human Resources and Skills Development](#)

[Post-Secondary Learning Act](#) (Government of Alberta).

[Public Service Employee Relations Act](#)

[Reasonable Accommodation Policy \(GFC 44.8\)](#)

This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

## Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	Provost and Vice-President (Academic)

### **A. Definition and Categories of Academic Staff**

#### A1. Academic Staff as designated by the Board of Governors:

In compliance with the provisions of the *Post-Secondary Learning Act* and with consultation with the AASUA, the Board of Governors has formally designated the following groups of staff as academic staff for the purposes of the *Post-Secondary Learning Act*.

Category A1.0: Academic staff in continuing appointments created under the appropriate agreement and funded either through <b>operating funds</b> or <b>external funds</b> . These appointments may be <b>joint appointments</b> . Academic staff are members of the AASUA.		
Category	Staff Agreement	Category Definition (as per approved staff agreements)
A1.1	Faculty	Academic staff who are appointed under the Faculty Agreement to a full-time faculty position in which the person has been or may be granted tenure.
A1.2	Administrative and Professional Officer (APO)	Academic staff in a full-time position as an Administrative Professional Officer to which a continuing appointment has been or may be granted. Such positions shall be professional, managerial or supervisory in nature and shall normally require academic degrees, professional qualifications or equivalent related experience.
A1.3	Faculty Service Officer (FSO)	Academic staff who assist and collaborate with faculty members in teaching and in the research process. Such staff members will normally have a post-graduate degree in the particular discipline to which they are attached. The tasks they are assigned may include an administrative component but this will not be a major component of the assignment.

Category	Staff Agreement	Category Definition (as per approved staff agreements)
A1.4	Librarian	Full-time Academic staff who hold a degree from an accredited graduate program in library and/or information studies, or an equivalent program, who have been appointed to a librarian position on the academic staff of the University, in which the staff member has been or may be granted tenure.
A1.5	Staff in categories A1.1 through A1.4 where the appointment is part-time.	
A1.6	Staff in categories A1.1, A1.3 and A1.4 where the continuing nature of the appointment is explicitly contingent on the continued receipt of external funds, and where the individual has been or will be granted tenure.	
A1.7	Staff in category A1.6 where the appointment is part-time.	

Category A2.0: Academic Staff in Temporary Appointments and funded through Operating Funds		
Category	Staff Agreement	Category Definition (as per approved staff agreements)
A2.1	Contract Academic Staff: Teaching	Academic staff who have a full-time instructional appointment for a term of four months or longer (including <b>rolling term</b> appointments).
A2.2	Contract Academic Staff: Teaching	Academic staff who have a part-time instructional appointment to teach one or more three-credit courses or equivalent.
A2.3	Sessionals and Other Temporary Staff	Academic staff who have a full-time appointment to perform managerial/professional duties for a term of four months or longer (including rolling term appointments).
A2.4	Sessionals and Other Temporary Staff	Academic staff who have a part-time appointment to perform managerial/professional duties for a minimum of 14 hours per week.

Category A3.0: Academic Staff in Temporary Appointments and funded through <b>restricted funds</b>		
Category	Staff Agreement	Category Definition (as per approved staff agreement)
A3.1	Trust/Research Academic Staff Agreement	Teaching and Research Academic: a full-time or part-time staff member who teaches and/or performs other related activities and/or clinical related duties and externally funded independent research or some combination of these duties.

Category	Staff Agreement	Category Definition (as per approved staff agreement)
A3.2	Trust/Research Academic Staff Agreement	Research Academic: a full-time or part-time staff member whose duties are to carry out or support high-level, complex, research projects in collaboration with faculty members and other researchers.
A3.3	Trust/Research Academic Staff Agreement	Trust Administrator: a full-time or part-time staff member whose duties are administrative professional.
A3.4	Trust/Research Academic Staff Agreement	Library/Information Professional: a full-time or part-time staff member who has a degree from an accredited graduate program in library and/or information studies, or an equivalent program, and holds a position outside of the Librarians' Agreement.

## **B. Definitions and Categories of Excluded Staff**

Category	Name	Category Definition
B1.0	Excluded Staff	Staff in categories A2.1 through A2.4 who, by virtue of workload, length of appointment or discipline, are excluded from the Staff Agreement. Reference: Appendix A of each Agreement.
B1.1	Excluded Staff	Staff in categories A3.1 through A3.4 who, by virtue of workload, length of appointment or discipline, are excluded from the Staff Agreement. Reference: Appendix A of Agreement.
B1.2	Excluded Staff	Staff who are not employed under a staff agreement and are paid on the basis of an hourly wage or a fixed payment based on a pre-determined agreement as to the maximum number of hours per month.

## **C. Definitions and Categories of Academic Colleagues**

These individuals are not considered University staff and normally do not receive compensation from the University. They are defined by Administration to be academic but are not designated academic staff by the Board of Governors under the authority of the *Post Secondary Learning Act* and are not covered under the Board and AASUA academic staff agreements.

Category C1.0: Academic colleagues defined by Administration but not designated by the Board. These can be <b>cross appointments</b> .		
Category	Name	Category Definition
C1.1	Special "Continuing"	Individuals with substantial experience in a profession or discipline who are or have been primarily employed externally to the University and who do not receive compensation from the University but have the same University duties as Faculty (category A1.1) and are evaluated by a Faculty Evaluation Committee. For the

		purposes of serving on GFC Committees these individual may be included in Category A1.1.
C1.2	Clinical Academic Colleagues	Individuals in the healthcare professions who are or have been primarily employed externally to the University of Alberta and who participate in the teaching and/or research activities of a department in the University without the expectation of compensation.
C1.3	Clinical Preceptors	Individuals in the healthcare professions who mentor students in their areas of expertise. Mentorship takes place in clinical settings that are validated by the Faculty to assure quality experiences that meet the educational outcomes of the program. Preceptors have specific educational responsibilities for students for the period of time when students are in clinical settings, but are not regular members of the faculty/ staff of the University and have no expectation of compensation nor other University privileges.
C1.4	Adjunct Academic Colleagues	Individuals with substantial experience in a profession or discipline who participate in the teaching and/or research activities of a department in the University without expectation of compensation. May also be used by University academic units to recognize the participation of a faculty member from one unit in the academic work of another unit.
C1.5	Academic Affiliates (Secondees)	Individuals temporarily seconded from an external organization or institution to the University to work with the University on a full or part-time basis and who have the same University duties as Faculty (category A1.1). The terms and conditions of the secondment are contained in a secondment agreement made between the University, the individual and the seconding employer. For the purposes of serving on GFC Committees these individual may be included in Category A1.1.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">[Back to Top]</a>	
<b>Operating Funds</b>	Funds designated to be used for the daily operation of the University.
<b>External Funds</b>	Funds provided by an external organization or institution.
<b>Joint Appointment</b>	Academic staff under Categories A, B or C who are appointed to more than one University department with a designated home department within the University.

<b>Rolling Term</b>	An appointment type where the base appointment is annually extended by an additional year based on a yearly assessment of satisfactory performance thereby maintaining the original appointment. When performance is deemed unsatisfactory, the staff member is given notice of termination of the appointment on the current end date or in accordance with the applicable staff agreement.
<b>Restricted Funds</b>	Funds subject to externally imposed stipulations (explicit or implicit) that specify the purpose for which the contribution is to be used. These funds are related to research (grants, contracts, and donations), special purpose (grants, contracts, and donations) or endowments (grants, contracts, and donations).
<b>Cross Appointments</b>	Individuals appointed from an external organization or institution to work with the University on a full or part-time basis or an individual within the University appointed to an external organization or institution to work on a full or part-time basis. This may also refer to staff under Categories A, B, or C who hold an unpaid appointment in another department on campus.

## **RELATED LINKS**

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<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Academic Staff Posting and Advertising Procedure

<b>Office of Administrative Responsibility:</b>	Human Resource Consulting Services and Faculty Relations
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The University has established **posting** and **advertising** procedures for the purpose of promoting transparency in recruitment, consistency in practice and the ability to attract qualified candidates who will contribute to the achievement of the University's goals.

### Purpose

These procedures outline the steps that must be followed in the posting and advertising of vacancies for **Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments**.

## PROCEDURE

### General Requirements in Posting and Advertising of Job Vacancies

1. Continuing academic vacancies (Faculty, Administrative Professional Officer, Faculty Service Officer, and Librarian) will be posted on University of Alberta Careers website ([careers.ualberta.ca](http://careers.ualberta.ca)) for a minimum of five business days.
2. Subject to the provisions of individual agreements for Temporary Appointments (Categories A2.0 and A3.0), it is recommended that temporary academic opportunities greater than one year be posted.
3. The University is committed to the principle of employment equity and welcomes applications from the **designated groups**.
4. **Postings** and **advertisements** for vacancies at Faculté Saint-Jean may appear in English, French or both. Where the advertisement is in French, it will clearly state the requirement for oral and written competency in English.
5. Advertisements will appear simultaneously or later than postings on University of Alberta Careers website ([careers.ualberta.ca](http://careers.ualberta.ca)).
6. Postings and advertisements for faculty will include the Canadian preference **proviso statement** unless administrative duties comprise 51% or greater of the position.

### Waivers and Exceptions to Posting

7. In exceptional circumstances, the posting requirements for continuing academic positions may be waived with the prior approval of the Provost and Vice-President (Academic). The Provost and Vice-President (Academic) will advise the AASUA of the decision and report all waivers to the General Faculties Council Executive annually. Requests for waiver of posting should be submitted to Human Resource Consulting Services.
8. Posting is not required when an incumbent's position is reclassified or converted from Support Staff to Administrative Professional Officer (unless a **foreign national** holds the position).

### Rules Related to Foreign Nationals

9. As per the federal government immigration advertising requirements, posting and advertising cannot be waived if foreign national applicants are to be considered.
  - a. Advertisements must appear in **designated Canadian national media**.
  - b. Any position in which teaching comprises 50% or more of the position must be advertised for a minimum of 30 days in the Canadian Association of University Teachers Bulletin and University Affairs (print or website) before foreign national applicants can be considered within the competition.
  - c. International advertisements must appear simultaneously or later than Canadian advertisements. The number of international media advertisements must not exceed the number of Canadian national advertisements.

### University Equity Statement

10. All postings and advertisements will include the **University Equity Statement**.
11. In **cross appointments**, the name of the external organization or institution may be included in the University Equity Statement or the equity statement of the external organization or institution may appear in conjunction with the University Equity Statement.

### Initiating the Process

12. If the hiring unit uses the services of a **search consultant**, the consultant must work with Human Resource Consulting Services and will follow the approved standards and templates for University of Alberta advertisements.
13. Hiring units initiate the posting and advertising process to create a new competition.
14. All postings and advertisements will include:
  - a. Position title and appointment category
  - b. Department/Unit
  - c. Major responsibilities and accountabilities
  - d. Rank (for Faculty, FSO and Librarian positions)
  - e. Required academic qualifications, knowledge, skills and abilities
  - f. Term of employment (if applicable)
  - g. Deadline date for applications or date when the application review process will begin
  - h. Contact information



### Role of Human Resource Consulting Services

15. Human Resource Consulting Services will review and approve all postings and advertisements to:
- a. Ensure the content is accurate and the information and advertising complies with federal government immigration requirements (where applicable)
  - b. Confirm rank and salary range (if applicable)
  - c. Ensure compliance with the University's posting and advertising standards and templates

### Advertising

16. If advertising is required, Human Resource Consulting Services will submit the approved advertising copy to the advertising agency for proofs and cost quotes.
17. Upon receipt of the proofs and cost quotes, the hiring unit will advise the advertising agency and Human Resource Consulting Services of the approved cost quotes and any final edits to the proof. The cost of advertising is the responsibility of the hiring unit.

### DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">▲Top</a>	
<b>Posting</b>	The placement of an advertisement for the recruitment of staff on the University of Alberta Careers website ( <a href="http://careers.ualberta.ca">careers.ualberta.ca</a> ).
<b>Advertising</b>	The placement of an advertisement for the recruitment of staff in appropriate media outside of the University to provide the greatest pool of qualified applicants.
<b>Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments</b>	See <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> (categories A1.0 to A3.4)
<b>Designated Groups</b>	Women, Aboriginal persons, persons with disabilities, and visible minorities.
<b>Postings</b>	An internal communication designed for the recruitment of staff placed on the University of Alberta Careers website ( <a href="http://careers.ualberta.ca">careers.ualberta.ca</a> ).
<b>Advertisements</b>	An external communication designed for the recruitment of staff in appropriate media outside the University to provide the greatest pool of qualified applicants.
<b>Proviso Statement</b>	"All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority."
<b>Foreign National</b>	Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements).
<b>Designated Canadian</b>	Print, electronic or other media chosen by the hiring unit to provide the greatest pool of qualified applicants and accepted as Canadian

<b>National Media</b>	(national) media for the purposes of Service Canada's Labour Market Opinion.
<b>University Equity Statement</b>	"The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities and Aboriginal persons."
<b>Cross Appointments</b>	Individuals appointed from an external organization or institution to work with the University on a full or part-time basis or an individual within the University appointed to an external organization or institution to work on a full or part-time basis. This may also refer to staff under categories A, B, or C under the <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> who hold an unpaid appointment in another department on campus.
<b>Search Consultant</b>	A member of an external agency contracted by the University to undertake recruitment.

## **FORMS**

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## **RELATED LINKS**

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<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Academic Selection Procedure

<b>Office of Administrative Responsibility:</b>	Human Resource Consulting Services and Faculty Relations
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

The University of Alberta has established selection procedures for the purpose of consistency and objectivity in recruitment.

### Purpose

The purpose of this procedure is to enable proper process in the selection of all **Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers** and **Temporary Appointments**.

## PROCEDURE

### 1. COLLECTION OF APPLICANT INFORMATION

- a. Personal information is collected in accordance with the provisions of the Freedom of Information and Protection of Privacy Act (FOIPP).
- b. Verification of qualifications, interviews and reference checks will include only those inquiries necessary to determine an applicant's eligibility and suitability.
- c. Any costs associated with the collection of required information are the responsibility of the applicant.
- d. Candidates must complete and sign a *Consent for Collection and Verification of Information Form* before references can be contacted or information verified.

### 2. ADVISORY SELECTION COMMITTEES

Advisory Selection Committees are required for the selection of continuing academic staff. The role of all selection committees is to advise the authorized appointing officer on selection.

## a. FACULTY

- i. Faculty will be appointed by the authorized appointing officer (i.e. the Dean) on the advice of an Advisory Selection Committee. Exceptions to this procedure are outlined in 2.a(iv).
- ii. Each academic department will have Advisory Selection Committee(s) for the appointment of faculty. The duty of an Advisory Selection Committee is to provide advice to the Dean.
- iii. Advisory Selection Committees can not be waived for appointments with tenure.
- iv. Advisory Selection Committees may be waived for tenure track appointments:
  1. for Associate Professors on probation by the Provost and Vice-President (Academic) on the recommendation of the Dean; and
  2. for Assistant Professors by the Dean.
- v. If a faculty member is being selected primarily for a position outside a Faculty (e.g. an administrative appointment), the faculty member must have a **joint appointment** with a Faculty for the purposes of making decisions regarding tenure and promotion. The Advisory Selection Committee for the administrative position will provide the Faculty Advisory Selection Committee with the qualifications of the candidate. The Faculty Advisory Selection Committee will advise the Dean on the appointment to the Faculty. When a Dean accepts a joint appointment to his/her Faculty, the Advisory Selection Committee can continue with the administrative appointment selection procedure.

## b. LIBRARIAN

- i. Librarians will be appointed by the authorized appointing officer (i.e. the Chief Librarian).
- ii. An Advisory Selection Committee must be used in the appointment of all Librarians hired under the University of Alberta Librarian Agreement.
- iii. The duty of the Advisory Selection Committee is to provide advice to the Chief Librarian on the selection of a Librarian.
- iv. Upon the request of the Chief Librarian and following consultation with the Association AASUA, the Provost and Vice-President (Academic) may waive the use of an Advisory Selection Committee.

## c. FACULTY SERVICE OFFICER

- i. Faculty Service Officers will be appointed by the authorized appointing officer (i.e. the Provost and Vice-President (Academic)) on the advice of the Dean and an Advisory Selection Committee.
- ii. Unless otherwise determined by the Faculty Council, each Faculty will have an Advisory Selection Committee for the appointment of Faculty Service Officers.
- iii. The duty of the Advisory Selection Committee is to provide recommendations to the Dean (who in turn provides advice to the Provost and Vice-President (Academic)) on the appointment of Faculty Service Officers.
- iv. If a Faculty Service Officer is being selected for an administrative position outside a Faculty, the Faculty Service Officer must have a joint appointment with a Faculty for the purposes of making decisions regarding promotion and the awarding of a continuing appointment. The Selection Committee for the administrative position will provide the Faculty Advisory Selection Committee with the qualifications of the

candidate. The Faculty Advisory Selection Committee will advise the Dean on the appointment of the Faculty Service Officer to a position within the Faculty When a Dean recommends to the Provost and Vice-President (Academic) a joint appointment to his/her Faculty and the Provost accepts the recommendation, the selection committee can continue with the administrative appointment selection procedure.

#### d. ADMINISTRATIVE AND PROFESSIONAL OFFICERS

- i. Administrative and Professional Officers will be appointed by the authorized appointing officer (i.e. the appropriate Vice-President) on the advice of an Advisory Selection Committee
- ii. An Advisory Selection Committee must be used in the appointment of all Administrative Professional Officers hired under the University of Alberta Administrative Professional Officer Agreement.
- iii. The duty of the Advisory Selection Committee is to provide advice to the Vice-President on the appointment of Administrative Professional Officers.
- iv. The use of an Advisory Selection Committee may be waived by the Provost and Vice-President (Academic) upon the request of the authorized appointing officer.
- v. Qualified candidates for an Administrative Professional Officer position currently employed by the University should be given full in consideration for vacant positions.

#### e. TEMPORARY APPOINTMENTS

- i. Selection procedures for the appointment of temporary academic staff will be at the discretion of the authorized appointing officer, as defined in the applicable staff agreement. It is highly encouraged that the appointing officer uses an Advisory Selection Committee to provide advice on the appointment.

### 3. PROCEDURES FOLLOWED BY ADVISORY SELECTION COMMITTEES

- a. Internal procedures for Advisory Selection Committees for Faculty and Faculty Service Officers will be established by the appropriate Faculty Council.
  - i. In assessing candidates for faculty positions, Deans will direct all Advisory Selection Committees to establish methods to examine and assess a candidate's teaching experience and teaching potential appropriate to the duties of the position and the specific requirements of the discipline.
- b. Internal procedures for Advisory Selection Committees for Librarians will be established by the Library Council.
- c. Internal procedures for Advisory Selection Committees for APOs and, if used, for Temporary Appointments, will be established by the authorized appointing officer or delegate.

### 4. COMPOSITION OF ADVISORY SELECTION COMMITTEES FOR FACULTY and FACULTY SERVICE OFFICERS

The composition of the Advisory Selection Committee will be as follows unless changed by the Faculty Council. If the Faculty changes the composition, the Dean must inform the Provost and Vice-President (Academic) in writing.

- a. Composition of Advisory Selection Committee for faculty appointments to departmentalized Faculties.

- i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean or other delegate of the Dean), determined in consultation with the Department Chair;
  - ii. The Department Chair or delegate;
  - iii. One or more full-time faculty members from within the Department (including joint appointments) who are to be selected according to procedures approved by the Faculty Council;
  - iv. One or more full-time faculty members from outside the Department who are selected by and according to procedures approved by the Faculty Council; and
  - v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee where the members consider such representation appropriate. The Advisory Selection Committee will be responsible for determining what is meant by a “relevant professional body”. The Chair of the Advisory Selection Committee will be responsible for informing the Provost and Vice-President (Academic), in writing, of the name and affiliation of any representative added to the Advisory Selection Committee under this section.
- b. Composition of Advisory Selection Committee for faculty appointments to non-departmentalized Faculties
- i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean or other delegate of the Dean);
  - ii. The head of the Appropriate Division or Unit of the Faculty, where appropriate;
  - iii. One or more full-time faculty members from within the Faculty (including joint appointments) selected by and according to the procedures approved by the Faculty Council;
  - iv. One or more full-time faculty members from outside of the Faculty selected by and according to the procedures approved by the Faculty Council; and
  - v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee where the members consider such representation appropriate. The Advisory Selection Committee will be responsible for determining what is meant by a “relevant professional body”. The Chair of the Advisory Selection Committee will be responsible for informing the Provost and Vice-President (Academic), in writing, of the name and affiliation of any representative added to the Advisory Selection Committee under this section.
- c. Composition of the Advisory Selection Committee for the appointment of Named Research/Teaching Chairs.
- Prior to the commencement of the selection process, the Faculty will ensure that the Provost and Vice-President (Academic) has been advised (in writing) of any changes in the composition of the Advisory Selection Committee.
- d. Composition of the Advisory Selection Committee for the appointment of Faculty Service Officers
- i. The Advisory Selection Committee Chair (either the Dean, Vice-Dean, or an Associate Dean or other delegate of the Dean);
  - ii. The Department Chair, if any; and
  - iii. Such other members as the Dean and Department Chair, if any, may consider necessary.

## 5. COMPOSITION OF ADVISORY SELECTION COMMITTEES FOR LIBRARIANS

- a. The Administrative Librarian responsible for personnel, as Chair;
- b. The supervisor;
- c. One staff member from the unit involved selected by the Chair;
- d. One staff member of the Library, selected according to procedures approved by the Library Council; and
- e. Other persons as deemed necessary by the Chief Librarian following consultation with the Committee.

## 6. COMPOSITION OF ADVISORY SELECTION COMMITTEES FOR ADMINISTRATIVE PROFESSIONAL OFFICERS

- a. The composition of the Advisory Selection Committee will be at the discretion of the authorized appointing officer or delegate, and will normally consist of at least three individuals.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

**Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments**

See *Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues (categories A1.0 to A3.4)*

**Joint Appointment**

Academic Staff under Categories A, B or C of the *Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues* who are appointed to more than one University department with a designated home department within the University.

**FORMS**

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Collection and Verification of Applicant Information Form

**RELATED LINKS**

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<b>Go to:</b>	<a href="#">[Overview]</a>	<a href="#">[Purpose]</a>	<a href="#">[POLICY]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[RELATED LINKS]</a>
This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.					

## Employment Relationship Policy

<b>Office of Accountability:</b>	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
<b>Office of Administrative Responsibility:</b>	Human Resource Consulting Services and Faculty Relations
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University policy extends to all members of the University community

### Overview

#### *Legislation Governing Academic Staff*

Pursuant to the provisions of the *Post-Secondary Learning Act of Alberta*, the Board of Governors has the authority to manage and operate the University and employ **staff members**, including **Academic Staff**.

Pursuant to the provisions of the *Post-Secondary Learning Act of Alberta* and subject to the authority of the Board of Governors, the General Faculties Council (GFC) has the authority to manage "academic affairs" and approve procedures relating to the appointment, promotion and dismissal of academic staff, including salaries and tenure.

The complete wording of the section(s) of the *Post-Secondary Learning Act of Alberta*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

#### *Legislation/ Agreement Governing Support Staff*

Employment of non-academic employees is pursuant to the *Public Service Employee Relations Act*, the *Employment Standards Code* and the *Post-Secondary Learning Act* and is governed by the *Collective Agreement between the Non-Academic Staff Association and the Governors of the University of Alberta*.

### Purpose

The purpose of this policy is to promote transparent procedures concerning the ongoing employment relationship between the staff member and the University.

### POLICY

#### 1. STATEMENT OF PRINCIPLE



- a. Subject to provisions of all staff agreements and legislation, employees will be afforded reasonable treatment in their employment relationship with the University of Alberta.
- b. The University will strive to make its human resource procedures transparent.
- c. The University of Alberta is committed to making reasonable efforts to remove employment related barriers which may impact its employment relationship with individuals in the **designated groups** identified in the Employment Equity Act and other individuals who possess personal characteristics identified as protected grounds in the Alberta Human Rights Act and the University of Alberta Discrimination and Harassment policy.

## DEFINITIONS

There are no definitions for this Policy. <a href="#">[▲Top]</a>	
<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues or Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Academic Staff</b>	A staff member of the University of Alberta as defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i>
<b>Designated Groups</b>	Women, Aboriginal persons, persons with disabilities, and visible minorities.

## RELATED LINKS

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[Post-Secondary Learning Act](#) (Government of Alberta).

[Public Service Employee Relations Act](#)

Collective Agreement between the Non-Academic Staff Association and the Governors of the University of Alberta

[Discrimination and Harassment Policy \(GFC 44\)](#)

Employment Equity Act

The Alberta Human Rights Act

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Appointment of Administrative Professional Officer Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Administrative Professional Officers is subject to the terms of the Administrative Professional Officer Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

This procedure outlines the steps to be taken to initiate and to complete the appointment for a **staff member** under the Administrative Professional Officer Agreement.

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The Vice-President is responsible for the recruitment process for staff members under the Administrative Professional Officer Agreement.
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - i. follow the template of Letter of Appointment in Appendix A.1 to the Administrative Professional Officer Agreement; and
  - ii. conform to all applicable terms and conditions as set out in this procedure.

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VERSION #1 DRAFT DATE: 3/11/2011

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- b. When a Vice-President wishes to make an offer of appointment to a candidate for an Administrative Professional Officer position, a Letter of Appointment will be prepared by Human Resource Consulting Services, signed by the Vice-President, and issued to the candidate.
- c. The effective date of a candidate's appointment under the Administrative Professional Officer Agreement is the date set out in the Letter of Appointment. The candidate will have no rights or entitlements under staff agreements, University policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- d. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- e. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - i. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues or Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Letter of Appointment</b>	Appendix A.1 of the Administrative Professional Officer Agreement.

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Letter of Appointment template

**RELATED LINKS**

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[Recruitment Policy](#)

[Academic Staff Posting and Advertising Procedure](#)

[Administrative Professional Officer Agreement](#)

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Appointment of Faculty Service Officer Procedure

<b>Office of Administrative Responsibility:</b>	Faculty Relations and Academic Services
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Faculty Service Officers is subject to the terms of the Faculty Service Officer Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

These procedures outline the steps to be taken to initiate and to complete the appointment for a **staff member** under the Faculty Service Officer Agreement.

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The Dean is responsible for the recruitment process for staff members under the Faculty Service Officer Agreement.
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - i. follow the template of Letter of Appointment in Appendix A.1 to the Faculty Service Officer Agreement; and
  - ii. conform to all applicable terms and conditions as set out in this procedure.
- b. When a Dean wishes to make an offer of appointment to a candidate for a Faculty Service Officer position, a Letter of Appointment will be prepared by Human Resource Consulting Services, signed by the Provost and Vice-President (Academic), and issued to the candidate.

- c. Faculty Service Officers who are appointed to an administrative position external to a Faculty will have a **joint appointment** with a Faculty for the purposes of promotion and the awarding of a continuing appointment decisions (refer to Academic Selection Procedure).
- d. The effective date of a candidate's appointment as a Faculty Service Officer is the date set out in the Letter of Appointment. The candidate will have no rights or entitlements under staff agreements, University policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- e. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- f. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - i. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University;
  - ii. financial conditions affecting a **contingent appointment**, including the source(s) of funding and the consequences of a loss of funding.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Letter of Appointment</b>	Appendix A.1 of the Faculty Service Officer Agreement
<b>Joint Appointment</b>	Academic Staff under Categories A, B or C of the <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> who are appointed to more than one University department with a designated home department within the University.
<b>Contingent Appointment</b>	An appointment to the academic staff of the University under the terms of the Faculty Service Officer Agreement with a special condition that recognizes circumstances where the position is funded by external sources. The term "funded by external sources" is defined as any financial support directly connected to a specific position when the financial support for that position does not come from the operating budget of the University. The term may include funds from endowments or targeted gifts, agencies supporting research through grants or contracts, and other sources.

## **FORMS**

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## **RELATED LINKS**

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Recruitment Policy

Academic Staff Posting and Advertising Procedure

[Faculty Service Officer Agreement](#)

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Appointment of Continuing Librarian Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Librarians is subject to the terms of the Librarian Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

These procedures outline the steps to be taken to initiate and to complete the appointment for a **staff member** under the Librarian Agreement.

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The Chief Librarian is responsible for the recruitment process for staff members under the Librarian Agreement.
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - i. follow the template of Letter of Appointment in Appendix A.1 to the Librarian Agreement; and
  - ii. conform to all applicable terms and conditions as set out in this procedure.
- b. When the Chief Librarian wishes to make an offer of appointment to a candidate for a Librarian position, a Letter of Appointment will be prepared by the Office of the Chief Librarian, signed by the Chief Librarian, and issued to the candidate.

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- c. The effective date of a candidate's appointment as a Librarian is the date set out in the Letter of Appointment. The candidate will have no rights or entitlements under staff agreements, policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- d. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- e. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - ii. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University;
  - iii. financial conditions affecting a **contingent appointment**, including the source(s) of funding and the consequences of a loss of funding;

**DEFINITIONS**

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<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues or Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Letter of Appointment</b>	Appendix A.1 of the Librarian Agreement
<b>Contingent Appointment</b>	An appointment to the academic staff of the University under the terms of the Librarian Agreement with a special condition that recognizes circumstances where the position is funded by external sources. The term "funded by external sources" is defined as any financial support directly connected to a specific position when the financial support for that position does not come from the operating budget of the University. The term may include funds from endowments or targeted gifts, agencies supporting research through grants or contracts, and other sources.

**FORMS**

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Recruitment Policy



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Academic Staff Posting and Advertising Procedure  
Librarian Agreement

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Appointment of Contract Academic Staff: Teaching (CAST) Procedure

<b>Office of Administrative Responsibility:</b>	Faculty Relations and Human Resource Consulting Services
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Contract Academic Staff is subject to the terms of the Contract Academic Staff: Teaching (CAST) Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

These procedures outline the steps to be taken to initiate and to complete the appointment for a **staff member** under the Contract Academic Staff: Teaching Agreement (CAST).

### PROCEDURE

#### 1. RECRUITMENT PROCESS

- a. The Dean is responsible for the recruitment process for staff members under the Contract Academic Staff: Teaching Agreement (CAST).
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

#### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - i. follow the template of Letter of Appointment in Appendix A.1 to the Contract Academic Staff: Teaching Agreement (CAST); and
  - ii. conform to all applicable terms and conditions as set out in this procedure.

**DEVELOPMENT LEAD:**

VERSION #1 DRAFT DATE: 3/11/2011

NOTE: This header will be removed for UAPPOL publication

- b. When the Dean wishes to make an offer of appointment to a candidate for a Contract Academic Staff: Teaching (CAST) position at the University, a Letter of Appointment will be prepared, signed by the Dean, and issued to the candidate.
- c. The effective date of a candidate's appointment under the Contract Academic Staff: Teaching (CAST) Agreement is the date set out in the Letter of Appointment. The candidate shall have no rights or entitlements under staff agreements, University policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- d. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- e. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - iii. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University;
  - iv. eligible to apply for research funding as a co-applicant and/or hold projects.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues or Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Letter of Appointment</b>	Appendix A.1 of the Contract Academic Staff: Agreement

**FORMS**

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Letter of Appointment template

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Recruitment Policy

Academic Staff Posting and Advertising Procedure

Contract Academic Staff: Teaching Agreement

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

## Appointment of Sessional and Other Temporary Staff Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Sessional and Other Temporary Staff is subject to the terms of the Sessional and Other Temporary Staff Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

This procedure outlines the steps to be taken to initiate and to complete the appointment for a **staff member** under the Sessional and Other Temporary Staff Agreement.

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The Dean or Vice-President is responsible for the recruitment process for staff members under the Sessional and Other Temporary Staff Agreement.
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - i. follow the template of Letter of Appointment in Appendix B to the Sessional and Other Temporary Staff Agreement; and
  - ii. conform to all applicable terms and conditions as set out in this procedure.

**DEVELOPMENT LEAD:**

VERSION #1 DRAFT DATE: 3/11/2011

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- b. When the Dean or the Vice-President wishes to make an offer of appointment to a candidate for a Sessional and Other Temporary Staff position, a Letter of Appointment will be prepared, signed by the Dean, and issued to the candidate.
- c. The effective date of a candidate's appointment under the Sessional and Other Temporary Staff Agreement is the date set out in the Letter of Appointment. The candidate will have no rights or entitlements under staff agreements, University policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- d. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- e. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - i. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues or Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Letter of Appointment</b>	Appendix B of the Sessional and Other Temporary Staff Agreement.

**FORMS**

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Letter of Appointment template

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Recruitment Policy

Academic Staff Posting and Advertising Procedure

Sessional and Other Temporary Staff Agreement

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Appointment of Trust/Research Academic Staff Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Trust/Research Academic Staff is subject to the terms of the Trust/Research Academic Staff Agreement and all other relevant University of Alberta policies, procedures and protocols.

### Purpose

This procedure outlines the steps to be taken to initiate and to complete the appointment for a **staff member** under the Trust/Research Academic Staff Agreement.

## PROCEDURE

### 1. RECRUITMENT PROCESS

- a. The **appointing officer**, on a recommendation of a Trustholder, is responsible for the recruitment process for staff members under the Trust/Research Academic Staff Agreement.
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

### 2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
  - iii. follow the template of Letter of Appointment in Appendix B to the Trust/Research Academic Staff Agreement; and
  - iv. conform to all applicable terms and conditions as set out in this procedure.
- b. The appointing officer makes the offer of appointment to a candidate for a Trust/Research Academic position. A Letter of Appointment will be prepared by the Trustholder, signed by the appointing officer and Trustholder, and issued to the candidate.

**DEVELOPMENT LEAD:**

VERSION #1 DRAFT DATE: 3/11/2011

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- c. The effective date of a candidate's appointment under the Trust/Research Academic Staff Agreement is the date set out in the Letter of Appointment. The candidate will have no rights or entitlements under staff agreements, University policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- d. Any subsequent amendments to the letter of appointment must be in writing and signed by all parties.
- e. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
  - i. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University;
  - ii. eligible to apply for research funding as a co-applicant and/or hold projects;

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Staff Member</b>	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues or Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
<b>Appointing Officer</b>	The President, Vice-President, Dean or Department Chair responsible for appointing the Staff Member. (Article 1.03 Trust Research Academic Staff Agreement)
<b>Letter of Appointment</b>	Appendix B of the Trust/Research Academic Staff Agreement.

**FORMS**

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Letter of Appointment template

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Recruitment Policy

Academic Staff Posting and Advertising Procedure

Trust/Research Academic Staff Agreement

## Conversion of GFC Policy to New UAPPOL HR Policy Suite

GFC Policy	Where it appears in UAPPOL
<p><b>5. Academic Staff, Academic Staff Agreements, and Support Staff</b></p>	<p>Retain heading.</p>
<p><b><u>5.1 Definition of "Staff" and "Staff Member"</u></b></p> <p><b><u>5.1.1 As Defined by the Post-Secondary Learning Act (PSLA)</u></b></p> <p>As Defined by the <i>Post-Secondary Learning Act</i>  "academic staff member", "academic staff" and "member of the academic staff" mean an employee of the board of a public college, technical institute or university who, as a member of a category of employees or individually, is designated as an academic staff member under this Act;  [<i>Post-Secondary Learning Act</i> Section (1c)]</p> <p>The board of a public post secondary institution other than Banff Centre may, after consultation with the academic staff association of the public post secondary institution, do one or more of the following:  (a) designate categories of employees as academic staff members of the public post secondary institution;  (b) designate individual employees as academic staff members of the public post secondary institution;  (c) change a designation made under clause (a) or (b) or under section 5(2) or 42(2).</p> <p>[<i>Post-Secondary Learning Act</i> Section (60(2) a, b, c)]</p> <p><b><u>5.1.2 As Defined by the Board of Governors</u></b></p> <p>A. Having consulted with representatives of the AAS:UA, and in compliance with Section 17(1)(e) of the <i>Universities Act</i>, the Board of Governors designated as academic staff for the purposes of the <i>Universities Act</i>, those staff members covered by the four Board/AAS:UA Agreements as they apply to faculty, librarians, administrative and professional officers, and faculty service officers. The Board of Governors has agreed that the following groups of staff would be formally designated as "academic staff for the purposes of The <i>Universities Act</i>."</p> <ul style="list-style-type: none"> <li>- Regular Full-Time Faculty</li> <li>- Administrative and Professional Officers</li> <li>- Professional Librarians</li> <li>- Faculty Service Officers</li> <li>- Special Full-Time Faculty</li> <li>- Regular Part-Time Continuing Faculty</li> </ul>	<p>Delete</p> <p>Rescind</p> <p>Replace with References to Post Secondary Learning Act included in UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</p> <p>Rescind</p> <p>Replace with references to designation by the Board of Governors included in UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</p>



<p>B. On June 15, 1998, GFC approved the following with respect to representation of sessionals and other temporary academic staff:</p> <p>THAT, in accordance with the provisions of Section 17(1)(e(i)) of the <i>Universities Act</i>, (<b>Note:</b> Now Section 69(2)(a) of the <i>Post-Secondary Learning Act</i>), the Board of Governors designates the following categories of employees as academic staff:</p> <ol style="list-style-type: none"> <li>1. Those employees who have been employed for a fixed term of not less than four months where such employment is considered by the University to be full-time during that term and where the duties in such employment are to teach or to perform managerial/professional duties similar to those carried out by APOs, Librarians or FSOs.</li> <li>2. Those employees who have been employed for a fixed term where such employment is considered by the University to be part-time during that term, and where the duties in such employment are to teach or to perform managerial/professional duties similar to those carried out by APOs, Librarians or FSOs and provided further that       <ol style="list-style-type: none"> <li>a) where duties consist of teaching, such teaching services shall comprise a minimum responsibility for a 3-credit course (or the equivalent thereof), and</li> <li>b) where the employment is to perform managerial/professional duties, such services shall be for a minimum of fourteen hours per week and the employment must be for at least four months.</li> </ol> </li> <li>3. The source of funding for the employment under categories 1 and 2, above, shall be the regular University operating budget/accounts or from funds controlled/generated by the University (other than research grant/contract funds).</li> <li>4. Notwithstanding the generality of the foregoing, the following persons shall not be included in categories 1 and 2 above:       <ol style="list-style-type: none"> <li>a) persons who report directly to the President or to a Vice-President;</li> <li>b) persons who carry out teaching or managerial/professional responsibilities under the terms of either the NASA or GSA collective agreements;</li> <li>c) persons who carry out teaching duties in non-credit courses;</li> <li>d) part-time persons who are practising physicians, dentists or lawyers;</li> <li>e) persons who do not receive University remuneration for the services performed; and</li> <li>f) persons whose part-time responsibilities to the University are less than the</li> </ol> </li> </ol>	<hr/> <p>Included in Appendix A of Collective Agreements (starting with point 4.)</p>
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<p>minimum established under categories 1 and 2, above.</p>	
<p><b><u>5.1.3 As Defined by the Board/AAS:UA Agreements</u></b></p> <p>1. Board/AAS:UA Agreement (Faculty), Clause 1.03 "Staff" and "staff member" refer to all those persons who have been appointed to full-time teaching and research positions on the academic staff of the University of Alberta in which the appointee has, or may be granted, a continuing appointment. (GFC 31 MAY 1982)</p> <p>2. Board-AAS:UA Agreement (Administrative and Professional Officers), Clause 1.03. "Staff" and "staff member" refer to all those persons who have been appointed to full-time Administrative and Professional Officer positions on the academic staff of the University of Alberta in which the appointee has, or may be granted, a continuing appointment. (GFC 29 JUN 1981)</p> <p>3. Board-AAS:UA Agreement (Librarians) Clause 1.03. "Staff" and "staff member" refer to all those persons who have been appointed to full-time professional librarian positions on the academic staff of the University of Alberta in which the appointee has been, or may be granted, tenure. (GFC 29 JUN 1981)</p> <p>4. Board-AAS:UA Agreement (Faculty Service Officers) Clause 1.03. "Staff" and "staff member" refer to all those persons who have been appointed to full-time Faculty Service Officer positions in Faculties on the academic staff of the University of Alberta in which the appointee has, or may be granted, continuing appointment. (GFC 28 JUN 1976)</p>	<p><b>Rescind</b></p> <p>Replace with UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</p>
<p><b><u>5.1.4 As Defined by GFC for the Purpose of Serving on GFC, GFC Committees and Bodies to Which GFC Elects Members</u></b></p> <p><b>ACADEMIC STAFF</b></p> <p><b>A1.0 Continuing</b></p> <p>A1.1 Faculty (continuing) Tenure-track; teaching, research; Board-AASUA (Faculty) Agreement. Besides faculty, includes President, Vice-Presidents, Deans, Student Counsellors.</p> <p>A1.2 Administrative and Professional Officers (continuing) Tenure-track; professional, managerial; Board-AAS:UA (A/PO) Agreement.</p> <p>A1.3 Faculty Service Officers Tenure-track; professional, technical; Board-AAS:UA (FSO) Agreement.</p>	<p><b>Rescind</b> (see * below)</p> <p>Appropriately reflected in UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues with the exception of Graduate Student Employment and Post Doctoral Fellows.</p>

	(continuing)		
A1.4	Librarians (continuing)	Tenure-track; professional, managerial; Board-AAS:UA (Librarian) Agreement.	
A1.5	Soft-Tenure Faculty (continuing)	Soft-Tenure-track; research, teaching; Board-AAS:UA Agreement (Faculty) (eg, Heritage Scholars, NSERC Fellows, Special "Continuing" Academic Staff specified in Section 241.1 of the University Calendar, etc).	Definition changed to "explicitly contingent on the continuing receipt of external funds" Appendix A1.6
A1.6	Part-time (continuing) Counterparts to A1.1 - A1.5	Tenure-track; appropriate Board-AAS:UA Agreement. (Half-time or greater FTE)	
A2.0	<b>Temporary</b>		Modified in UAPPOL to reflect Collective Agreement New Definition – 4 months or longer
A2.1	Full-Time Temporary	Term; teaching, research, professional, managerial; includes sessional appointments. "Full-time" means the staff member has an 8-month (or longer) contract and teaches two or more courses (or the equivalent of two or more courses as defined by a Dean or Director).	
A2.2	Part-Time Temporary	Term; teaching, research, professional, managerial, includes sessional appointments. Part-time means the staff member has a contract between 4 and 8 months [i.e. greater than 4 but less than 8] OR [not and] teaches fewer than two courses (as defined by the Dean or Director).	New Definition – one or more three-credit courses or minimum of 14 hours per week for managerial/ Professional duties
A3.0	<b>Trust</b>		
A3.1	Professional	Term or continuing; research, technical; includes Research Associates/Assistants.	Not categories of staff – See Post Doc Fellow Policy
A3.2	Post-Doctoral Fellow	Term; research.	
A4.0	<b>Graduate Assistants</b>		Not categories of staff – See FGSR/GSA
A4.1	Teaching Assistants	Term; assist faculty in teaching.	
A4.2	Research Assistants	Term; research.	
<b>SUPPORT STAFF</b>			*Note to GFC members: the

<p>B1.0 <b>Support</b></p> <p>B1.1 Non-academic</p> <p>B1.2 Non-NASA</p> <p><a href="#">Top of page</a></p>	<p>Members of the support staff who pay dues to NASA and support staff who are excluded from NASA. (EXEC 31 MAY 2004) (BHRCC 08 JUN 2004)</p> <p>Members of the support staff who are members of the Non-Academic Staff Association (NASA) working at the University of Alberta. (EXEC 31 MAY 2004) (BHRCC 08 JUN 2004)</p> <p>Members of the support staff who are not members of NASA either because they are excluded from NASA as a result of the managerial or confidential nature of their position or because they opt out of membership in NASA. (EXEC 31 MAY 2004) (BHRCC 08 JUN 2004)</p>	<p>rescission of the definitions of Support Staff is not within GFC's purview; this is a Board responsibility.</p>
<p><b><u>5.2 Definition of Full-Time Members of the Academic Staff of a Faculty</u></b></p> <p>A full-time member of the academic staff of a Faculty is a member of the full-time academic staff of the University who holds an appointment in at least one Faculty.</p> <p>Subject to the above definition:</p> <p>a. A member of staff who holds an appointment in only one Faculty is a full-time member of the academic staff of that particular Faculty.</p> <p>b. A member of staff who holds appointments in two or more Faculties is a full-time member of the academic staff of the Faculty that pays the larger portion of the staff member's salary.</p> <p>c. A member of the staff who holds appointments in two or more Faculties that pay the staff member's salary in equal amounts, may choose his or her membership in one and only one of these Faculties.</p> <p>The Board of Governors has declared the Principal of St Joseph's College, or the Principal's delegate, a member of the Academic Staff for the purpose of serving on GFC (see Section 57.)</p>		<p>Retain heading.</p> <p>Delete. Now reflected in administrative process - Letter of Appointment.</p> <p>Retain--this statement alone to be retained for the present time.</p>
<p><b><u>5.3 Definition of Full-Time Members of the Academic Staff of a Department</u></b></p> <p>A full-time member of the academic staff of a Department is a member of the full-time academic staff of the University who holds an appointment in at least one</p>		<p>Delete</p> <p>Now reflected in the administrative Process - Letter</p>

<p>Department.</p> <p>Subject to the above definition:</p> <p>a. A member of staff who holds an appointment in only one Department is a full-time member of the academic staff of that particular Department.</p> <p>b. A member of staff who holds appointments in two or more Departments is a full-time member of the academic staff of the Department that pays the larger portion of the staff member's salary.</p> <p>c. A member of the staff who holds appointments in two or more Departments that pay the staff member's salary in equal amounts may choose his or her membership in one and only one of these Departments.</p>	<p>of Appointment.</p>
<p><b><u>5.4 Joint Appointments</u></b></p> <p>A member of the staff who holds appointments in both a Faculty or other administrative office and a Department has normal academic staff rights in that Department, except in circumstances which may lead to a conflict of interest. The Dean or other appropriate administrative officer will determine when such conflict exists. (GFC 26 JUN 1978)</p>	<p><b>Rescind</b></p> <p>Replace with UAPPOL Appointment Procedures and Conflict of Interest Policy.</p>
<p><b><u>5.5 Appointment, Promotion, and Dismissal</u></b></p> <p><b><u>5.5.1 Regulations Outlined in the Post-Secondary Learning Act (PSLA)</u></b></p> <p>A person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council. [<i>Post-Secondary Learning Act</i> Section 22(2)]</p> <p>Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to make recommendations to the board with respect to affiliation with other institutions, academic planning,... appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university; [<i>Post-Secondary Learning Act</i> Section 26(1)(o)]</p> <p>A board shall appoint any officers, employees or other persons it considers necessary for the proper conduct of the affairs of the public post secondary institution and may promote or dismiss the officers and employees,</p>	<p><b>Retain heading</b></p> <p><b>Delete</b></p> <p>References to Post Secondary Learning Act covered in UAPPOL Recruitment Policy and UAPPOL Employment Relationship Policy.</p>

<p>[<i>Post-Secondary Learning Act</i> Section 83(a)]</p> <p>"academic staff member", "academic staff" and "member of the academic staff" mean an employee of the board of a public college, technical institute or university who, as a member of a category of employees or individually, is designated as an academic staff member under this Act;  [<i>Post-Secondary Learning Act</i> Section 1(c)]</p> <p><b>Note from the University Secretariat:</b> The term "academic staff member" also embraces Senior Administrators as defined below.</p>	
<p><b><u>5.5.2 Definition of Senior Administrator</u></b></p> <p>The positions of President, Vice-President, Dean and Department Chair are senior positions on the administrative staff of the University. (EXEC 13 NOV 1984)</p>	Do not rescind or replace at this time.
<p><b><u>5.5.3 GFC Endorsement</u></b></p> <p>GFC has endorsed the four agreements as outlined in Section 5.1.3 with respect to the procedures for appointment, promotion, and dismissal.</p> <p>Amendments to three Board-AAS:UA Agreements (Librarians, Administrative and Professional Officers, and Faculty Service Officers), with respect to appointment, promotion, and dismissal, were approved by GFC on January 31, 1983 and by the Board of Governors on January 7, 1983.</p> <p>Amendments to four Board-AAS:UA Agreements (Faculty, Administrative Professional Officers, Librarians, and Faculty Service Officers), with respect to appointment, promotion and dismissal, were approved by GFC on January 27, 1986.</p> <p>Amendments to the current Board-AAS:UA Agreements as they relate to appointment, discipline and dismissal, and new clauses to be incorporated into the collective agreement for sessionals and other term academic staff as they relate to appointment, discipline and dismissal, were approved by GFC on June 15, 1998.</p>	Delete
<p><b><u>5.6 Salary Negotiations</u></b></p> <p>Information on salary negotiations can be found in Section 84 of the <i>Post-Secondary Learning Act</i>.</p>	Delete

<p><b><u>5.7 Staff Directory</u></b></p> <p>A policy has been adopted of refusing to make directories available to business firms on the basis that they were intended for internal use.(EXEC 27 JAN 1967)</p>	Delete
<p><b>18. Associate Faculty</b></p>	Delete
<p><b><u>18.1 Adjunct Academic Faculty</u></b></p> <p>Appointments to the University as an adjunct academic staff member are meant to enable the University to benefit from the contributions of scholars, researchers and practitioners who are not otherwise affiliated with the University of Alberta, and, to recognize and encourage interaction between the University and persons in business, government, education and the arts. Adjunct academic staff do not fall within the definition of academic staff, pursuant to the <i>Post-Secondary Learning Act</i>. Adjunct appointments may include cross appointments which are used to recognize the participation, by University of Alberta scholars and researchers, in the academic work of more than one department. (EXEC 06 NOV 2000)</p> <p>Appointments to adjunct academic staff shall be made by the Dean or delegates and are subject to procedures which may be established by each Faculty. The nature and extent of the adjunct academic staff member's involvement in a department's teaching and research programs shall be decided by mutual agreement between the appointee, the Department Chair or Dean, in the case of non-departmentalized faculties. Adjunct academic staff are bound by the rules and regulations of the University.(EXEC 06 NOV 2000)</p> <p>Appointments are usually for two, three or five year, renewable terms and may be terminated within the term by mutual consent, by request of the Dean or the individual. Normally, these are non-remunerated positions but privileges are extended to adjunct academic staff, as detailed in the Adjunct Academic Staff: Guidelines for Appointment, Review and Termination. Any subsequent amendments to these guidelines shall be subject to review and approval by the Office of the Provost and Vice-President (Academic).(EXEC 06 NOV 2000)</p> <p>Appointees shall be listed in the University Calendar.(EXEC 06 NOV 2000)</p> <p><b>Guidelines for Appointment, Review and Termination</b></p> <p>The following guidelines have been developed for use in conjunction with the University of Alberta's revised policy with respect to Adjunct Academic Staff (GFC Policy Manual S18). This document is intended to provide a basis for the University to established uniform practices and understanding amongst Deans and</p>	<p>Rescind</p> <p>Replace with UAPPOL Appointment of Adjunct Academic Colleague Procedure.</p>

<p>Department Chairs with respect to adjunct academic staff.(EXEC 06 NOV 2000)</p> <p>Any amendments to these guidelines shall be subject to review and approval by the Office of the Vice- President (Academic) and Provost.(EXEC 06 NOV 2000)</p> <p><b>Accountability</b></p> <p>Deans are authorized to appoint adjunct academic staff. Department Chairs are accountable to their Deans, and Deans to the Provost and Vice-President (Academic) for following these guidelines.(EXEC 06 NOV 2000)</p> <p><b>Definitions</b></p> <p><b>Adjunct Appointment</b> means a person with substantial experience in a profession or discipline who is or has been primarily employed externally to the University of Alberta by an institution, government, industry, professional partnership or in the arts, and who participates in the teaching or research activities of a department in the University without remuneration. Persons external to the University of Alberta holding appointments under these regulations are not governed by the provisions of the Faculty Agreement and are subject to any special conditions contained in the formal letter of appointment. As such they do not have the same rights and privileges of regular faculty members.(EXEC 06 NOV 2000)</p> <p>Adjunct academic staff do not fall within the definition of academic staff, pursuant to the <i>Post-Secondary Learning Act</i>.(EXEC 06 NOV 2000)</p> <p><b>Cross Appointment</b> means a member of the continuing faculty who holds an adjunct appointment in a department other than their home department.(EXEC 06 NOV 2000)</p> <p><b>Dean</b> means the chief administrative officer of a Faculty.(EXEC 06 NOV 2000)</p> <p><b>Faculty</b> means the academic unit of the University established as such by the Board pursuant to section 19(e) of the <i>Post-Secondary Learning Act</i>.(EXEC 06 NOV 2000)</p> <p><b>Department Chair</b> means the chief administrative officer of a Department.(EXEC 06 NOV 2000)</p> <p><b>Department</b> means the academic unit of a Faculty, established as such by the Board pursuant to section 19(e) of the <i>Post-Secondary Learning Act</i>.(EXEC 06 NOV 2000)</p> <p><b>Selection, Appointment and Review Procedures</b></p>	
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<p><b>Selection</b></p> <p>Candidates for appointment as an Adjunct or Cross appointment shall be selected according to procedures established by each Faculty. The nature and extent of the duties of an Adjunct or Cross appointment shall be decided by mutual agreement between the appointee and the Dean or Department Chair, subject in the latter case to the approval of the Dean. As a minimum, it is recommended that a nomination package include the following: a description of the proposed working relationship between the candidate and the department, a clear outline of the specific duties to be performed by the prospective Adjunct or Cross appointee (e.g., advising graduate students, serving on thesis or advisory committees, teaching an undergraduate or graduate course, etc.), and, details of the honorarium where applicable. The agreed duties shall be incorporated within the letter of appointment.(EXEC 06 NOV 2000)</p> <p><b>Appointment</b></p> <p>Appointees shall be accorded the title of either <b>Assistant Adjunct Professor, Associate Adjunct Professor</b> or <b>Adjunct Professor</b>. Appointment of adjunct academic staff does not imply that the appointee has the qualifications necessary for appointment to one of the regular professorial ranks. Because the professional qualifications, experience and reputation of individuals appointed as adjunct academic staff will vary considerably, there is no equivalence between adjunct and regular titles. Criteria for the adjunct professorial ranks must be documented and uniformly applied. The Office of the Provost and Vice-President (Academic) is available to assist in the development of these criteria.(EXEC 06 NOV 2000)</p> <p>Appointments are usually for two, three or five year, renewable terms and normally involve no remuneration. They are made on the Adjunct Academic Staff Appointment Form, which is approved by the Dean or delegate, and then forwarded to the Office of the Provost and Vice-President (Academic).(EXEC 06 NOV 2000)</p> <p>Each appointee shall receive a letter of appointment which sets out the goals and expectations which have been mutually agreed upon by the appointee and the Department Chair and which have the consent of the Dean or delegate. The goals and expectations should reflect the needs of the department as defined by its overall objectives, and the professional needs of the individual. Also included in the letter of appointment shall be the term of appointment, the procedures for evaluation and reappointment, an indication of any perquisites available to the appointee (see below), and a listing of all relevant University policies and regulations applicable to the appointee's involvement at the University of Alberta. A sample letter of appointment is attached.(EXEC 06 NOV 2000)</p> <p><b>Evaluation/Review</b></p> <p>Faculties having adjunct academic appointments shall establish performance</p>	
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criteria for the assessment of appointees that maintain the spirit of the criteria for the position while maintaining cognizance of the special nature of the form of appointment as well as any expectations articulated in the letter of appointment. Evaluation of an appointee shall be based on the written set of goals and expectations established between the individual and the Department Chair. (EXEC 06 NOV 2000)

As a part of acknowledging the contribution of adjunct academic staff, a review must be conducted at the completion of the period of appointment. Annual reviews are encouraged. (EXEC 06 NOV 2000)

### **Termination**

Termination of appointment within the appointment period shall be by mutual consent or by request of the Dean or delegate or the individual. (EXEC 06 NOV 2000)

### **Perquisites of the Appointment**

Adjunct academic appointments benefit both the department and the appointee and there is no remuneration attached to the appointment. Departments making adjunct academic appointments do so knowing that any resources required to support the work of the adjunct academic staff member are the responsibility of the department. In certain cases, departments may deem it appropriate to make available to the appointee other University resources or services. Privileges extended to adjunct academic staff include issuance of a ONECard (which provides access to the library, entitlement to a secondary computing ID and access to the physical education facilities upon payment of an annual user fee), as well as eligibility for parking privileges and membership in the Faculty Club.(EXEC 06 NOV 2000)

Adjunct academic appointments are listed in the University Calendar.(EXEC 06 NOV 2000)

Upon completion of an adjunct or cross appointment term the Dean or delegate will send a letter acknowledging and thanking the adjunct academic staff member for his/her contributions to the department and to the University.(EXEC 06 NOV 2000)

### **SAMPLE LETTER OF APPOINTMENT: ADJUNCT ACADEMIC STAFF**

I am pleased to confirm your appointment in the Faculty of <name> as a member of the adjunct academic staff effective <date>. The appointment, which is for a <period> year, renewable, term, involves no remuneration and may be terminated within the appointment period by mutual consent, or as initiated by the Department or yourself.

<p>Adjunct academic staff appointments are listed in the University Calendar and are bound by the rules and regulations of the University of Alberta. These include policies about research, conflict of interest, professional misconduct, grading, discrimination, computing services, intellectual property, etc. All relevant policies and regulations are available for review in the Department's general office. Please let me know if you wish to discuss any of these with me.</p> <p>The specifics of each adjunct academic appointment are worked out with respect to the particular needs and circumstances of both the appointee and the department. The goals and expectations for your appointment, on which we have mutually agreed, are as follows:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p>Prior to the end of your appointment, we will evaluate, together, whether these goals and expectations have been met.</p> <p>To support your work with us, the following will be made available to you: &lt;list here departmental resources, ONECard (which provides access to the library, entitlement to a secondary computing ID and access to the physical education facilities upon payment of an annual user fee), eligibility for parking privileges, membership in the Faculty Club etc&gt;.</p> <p>We look forward to your association with our Faculty.</p> <p>Sincerely,</p> <p>&lt;Dean of Faculty (or delegate)&gt;</p> <p>cc: (c/w Adjunct Academic Staff Appointment Form)&gt;</p> <p>Office of the Associate Vice President, Academic Administration)</p> <p><a href="#">Top of page</a></p>	
<p><b><u>18.2 Clinical Academic Staff (Faculty of Medicine and Dentistry)</u></b></p> <p>Appointments to the University as a clinical academic staff member in the Faculty of Medicine and Dentistry are meant to enable the University to benefit from the contributions of practitioners and researchers who are not otherwise affiliated with the University of Alberta. Clinical academic staff do not fall within the definition of academic staff, pursuant to the <i>Post-Secondary Learning Act</i>. (EXEC 06 NOV</p>	<p><b>Rescind</b></p> <p>Replace with UAPPOL Appointment of Clinical Academic Colleague Procedure.</p>

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Appointments to the clinical academic staff shall be made by the Dean and are subject to procedures which may be established by the Faculty. The nature and extent of the clinical academic staff member's involvement in a department's teaching and research programs shall be decided by mutual agreement between the appointee, the Department Chair or Dean. Clinical academic staff are bound by the rules and regulations of the University. (EXEC 06 NOV 2000)

Appointments are usually for two, three or five year, renewable terms and may be terminated within the term by mutual consent, by request of the Dean or the individual. Normally, these are non-remunerated positions but privileges are extended to clinical academic staff, as detailed in the Clinical Academic Staff: Guidelines for Appointment, Review and Termination. Any subsequent amendments to these guidelines shall be subject to review and approval by the Office of the Provost and Vice-President (Academic). (EXEC 06 NOV 2000)

Appointees shall be listed in the University Calendar. (EXEC 06 NOV 2000)

#### **Guidelines for Appointment, Review and Termination**

The following guidelines have been developed for use in conjunction with the University of Alberta's policy with respect to Clinical Academic Staff. This document is intended to provide a basis for the University to established uniform practices and understanding amongst the Dean and Department Chairs with respect to clinical academic staff in the Faculty of Medicine and Dentistry. Any amendments to these guidelines shall be subject to review and approval by the Office of the Provost and Vice-President (Academic). (EXEC 06 NOV 2000)

#### **Accountability**

The Dean is authorized to appoint clinical academic staff. Department Chairs are accountable to their Dean, and the Dean to the Provost and Vice-President (Academic) for following these guidelines. (EXEC 06 NOV 2000)

#### **Definitions**

**Clinical Appointment** (Faculty of Medicine and Dentistry) means a person, usually a physician or dentist, in private practice, who undertakes teaching and instruction at or for the University of Alberta often without remuneration. Persons external to the University of Alberta holding appointments under these regulations are not governed by the provisions of the Faculty Agreement, are subject to any special conditions contained in the formal letter of appointment, and, are regularly evaluated in accordance with the standards established by the Faculty Evaluation Committee processes. As such they do not have the same rights and privileges of regular faculty members. (EXEC 06 NOV 2000)

<p>Clinical academic staff do not fall within the definition of academic staff, pursuant to Section 22 of the <i>Universities Act</i>. (EXEC 06 NOV 2000)</p> <p><b>Dean</b> means the chief administrative officer of a Faculty. (EXEC 06 NOV 2000)</p> <p><b>Faculty</b> means the academic unit of the University established as such by the Board pursuant to section 17(1)(d) of the <i>Universities Act</i>. (EXEC 06 NOV 2000)</p> <p><b>Department Chair</b> means the chief administrative officer of a Department. (EXEC 06 NOV 2000)</p> <p><b>Department</b> means the academic unit of a Faculty, established as such by the Board pursuant to section 17(1)(d) of the <i>Universities Act</i>. (EXEC 06 NOV 2000)</p> <p><b>Selection, Appointment and Review Procedures</b></p> <p><b>Selection</b></p> <p>Candidates for appointment as clinical academic staff shall be selected according to procedures established by each Department. The nature and extent of the duties of a Clinical appointment shall be decided by mutual agreement between the appointee and the Dean or Department Chair, subject in the latter case to the approval of the Dean. As a minimum, it is recommended that a nomination package include the following: a description of the proposed working relationship between the candidate and the department, a clear outline of the specific duties to be performed by the prospective Clinical appointee (e.g., advising graduate students, serving on thesis or advisory committees, teaching an undergraduate or graduate course, etc.), and, details of the honorarium where applicable. The agreed duties shall be incorporated within the letter of appointment. (EXEC 06 NOV 2000)</p> <p><b>Appointment</b></p> <p>Appointees shall be accorded the title of <b>Clinical Lecturer, Assistant Clinical Professor, Associate Clinical Professor</b> or <b>Clinical Professor</b>. Appointment of clinical academic staff does not imply that the appointee has the qualifications necessary for appointment to one of the regular professorial ranks. Because the professional qualifications, experience and reputation of individuals appointed as a clinical academic staff will vary considerably, there is no equivalence between clinical and regular titles. Criteria for the clinical professorial ranks must be documented and uniformly applied. The Office of the Provost and Vice-President (Academic) is available to assist in the development of these criteria. (EXEC 06 NOV 2000)</p> <p>Appointments are usually for two, three or five year, renewable terms and normally involve no remuneration. They are made on the Academic Staff Appointment Form, which is approved by the Dean, and then forwarded to the</p>	
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<p>Office of the Provost and Vice-President (Academic). (EXEC 06 NOV 2000)</p> <p>Each appointee shall receive a letter of appointment which sets out the goals and expectations which have been mutually agreed upon by the appointee and the Department Chair and which have the consent of the Dean. The goals and expectations should reflect the needs of the department as defined by its overall objectives, and the professional needs of the individual. Also included in the letter of appointment shall be the term of appointment, the procedures for evaluation and reappointment, the amount of remuneration if applicable, an indication of any perquisites available to the appointee (see below), and a listing of all relevant University policies and regulations applicable to the appointee's involvement at the University of Alberta. A sample letter of appointment is attached. (EXEC 06 NOV 2000)</p> <p><b>Evaluation/Review</b></p> <p>The Faculty of Medicine &amp; Dentistry shall establish performance criteria for the assessment of appointees that maintain the spirit of the criteria for the position while maintaining cognizance of the special nature of the form of appointment as well as any expectations articulated in the letter of appointment. Evaluation of an appointee shall be based on the written set of goals and expectations established between the individual and the Department Chair. (EXEC 06 NOV 2000)</p> <p>As a part of acknowledging the contribution of clinical academic staff, a review must be conducted at the completion of the period of appointment. Annual reviews are encouraged. (EXEC 06 NOV 2000)</p> <p><b>Termination</b></p> <p>Termination of appointment within the appointment period shall be by mutual consent or by request of the Dean or the individual. (EXEC 06 NOV 2000)</p> <p><b>Perquisites of the Appointment</b></p> <p>Clinical academic appointments benefit both the department and the appointee and normally there is no remuneration attached to the appointment. Departments making clinical academic appointments do so knowing that any resources required to support the work of the clinical academic staff member are the responsibility of the department. In certain cases, departments may deem it appropriate to make available to the appointee other University resources or services. Privileges extended to clinical academic staff include issuance of a ONECard (which provides access to the library, entitlement to a secondary computing ID and access to the physical education facilities upon payment of an annual user fee), as well as eligibility for parking privileges and membership in the Faculty Club. (EXEC 06 NOV 2000)</p> <p>Clinical academic appointments are listed in the University Calendar. (EXEC 06</p>	
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Upon completion of a clinical appointment term the Dean will send a letter acknowledging and thanking the clinical academic staff member for his/her contributions to the department and to the University. (EXEC 06 NOV 2000)

**SAMPLE LETTER OF APPOINTMENT: CLINICAL ACADEMIC STAFF**

I am pleased to confirm your appointment in the Faculty of <name> as a member of the clinical academic staff effective <date>. The appointment, which is for a <period> year, renewable, term, involves no remuneration and may be terminated within the appointment period by mutual consent, or by request of the Department or yourself.

Clinical academic staff appointments are listed in the University Calendar and are bound by the rules and regulations of the University of Alberta. These include policies about research, conflict of interest, professional misconduct, grading, discrimination, computing services, intellectual property, etc. All relevant policies and regulations are available for review in the Department's general office. Please let me know if you wish to discuss any of these with me.

The specifics of each clinical academic appointment are worked out with respect to the particular needs and circumstances of both the appointee and the department. The goals and expectations for your appointment, on which we have mutually agreed, are as follows:

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Prior to the end of your appointment, we will evaluate, together, whether these goals and expectations have been met.

To support your work with us, the following will be made available to you: <list here departmental resources, ONECard (which provides access to the library, entitlement to a secondary computing ID and access to the physical education facilities upon payment of an annual user fee), eligibility for parking privileges, membership in the Faculty Club, etc>.

We look forward to your association with our Faculty.

Sincerely,

<Dean of Faculty>

<p>cc: (c/w Clinical Academic Staff Appointment Form)&gt;</p> <p>(Office of the Associate Vice President, Academic Administration)</p>	
<p><b>48. Employment Policies</b></p> <p><b><u>48.1 Basic Principles</u></b></p> <p>The Employment Policy approved by the Board Human Resources and Compensation Committee (BHRCC) on June 2, 2005, and by the GFC Executive Committee on June 13, 2005 will now be included in University of Alberta Policies and Procedures on line (UA PPOL).</p> <p><b>Links</b></p> <ul style="list-style-type: none"> <li>• <a href="#">UAPPOL Employment Policy</a></li> </ul>	<p>Retain Section 48 title.</p> <p>Delete 48.1</p> <p>UAPPOL Employment Policy approved in 2005 is being replaced with the UAPPOL Recruitment Policy and the Employment Relationship Policy.</p>
<p><b><u>48.2 Guidelines for Employment Procedures</u></b></p> <p><b><u>48.2.1 Advertising and Recruitment</u></b></p> <p>The Advertising and Recruitment Policy approved by the GFC Executive Committee on June 12, 2006 will now be included in the University of Alberta Policies and Procedures on line (UAPPOL).</p>	<p>Retain heading</p> <p>Delete</p> <p>Covered in UAPPOL Policies and Procedures</p>
<p><b><u>48.2.2 Selection Procedures</u></b></p> <ol style="list-style-type: none"> <li>1. Full-time faculty, professional librarians and faculty service officers shall be appointed to the staff by the authorized appointing officer normally on the advice of an Advisory Selection Committee. (See Section 48.2.2.(4)5 regarding exceptions to the use of Advisory Selection Committees)</li> <li>2. Selection Procedures for the appointment of other types of staff shall be at the discretion of the authorized appointing officer who may, or may not, utilize an <i>ad hoc</i> Advisory Selection Committee in the appointment process.</li> <li>3. Where selection of academic personnel rests with bodies outside the University certain procedures must be followed. Normally, an Advisory Selection</li> </ol>	<p>Rescind</p> <p>Replace with UAPPOL Academic Selection Procedure</p>



<p>Committee is struck before nomination is made and an appointment is finalized.</p> <p>4. Advisory Selection Committees</p> <p>a. Each departmentalized Faculty shall have an Advisory Selection Committee for each Department which contemplates the appointment of a regular full-time faculty member. The duty of such committees is to advise the Dean in the matter of appointments to the regular full-time faculty. Unless otherwise provided by the Faculty Council, the composition of each committee shall be as set out below. If a Faculty changes this composition, the Dean must inform the Provost and Vice-President (Academic) in writing:</p> <ul style="list-style-type: none"> <li>i. The Dean, or an Associate Dean, as Chair;</li> <li>ii. The Department Chair;</li> <li>iii. One or two regular full-time faculty members from the Department selected according to procedures approved by the Faculty Council;</li> <li>iv. One or two regular full-time faculty members from outside the Department selected by the Faculty Council according to procedures established by it;</li> <li>v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee and where such members consider such representation appropriate.</li> </ul> <p>Whenever an ASC adds a representative from a professional body, the Chair of the ASC shall immediately inform the Provost and Vice-President (Academic), in writing, of the name and affiliation of that individual.</p> <p>The decision as to whether or not to add a representative from a professional body rests with the ASC alone.</p> <p>The ASC can decide what is meant by the phrase 'relevant professional body.'</p> <p>b. Each non-departmentalized Faculty shall have an Advisory Selection Committee. The duty of such a Committee is to advise the Dean on the matter of appointments to the regular full-time faculty. Unless otherwise provided by the faculty Council, the composition of the committee shall be:</p> <ul style="list-style-type: none"> <li>i. The Dean, or an Associate Dean, as Chair;</li> <li>ii. The Head of the appropriate Division or Unit of the Faculty, where appropriate;</li> <li>iii. One or two regular full-time faculty members in the Faculty selected by</li> </ul>	
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<p>the Faculty Council according to the procedures approved by it.</p> <p>iv. One or two regular full-time faculty members outside of the faculty selected by the Faculty Council according to procedures approved by it;</p> <p>v. One representative of the relevant professional body selected by the other members of the Advisory Selection Committee and where such members consider such representation appropriate.</p> <p>c. In the event that a Department Chair or Dean selection committee recommends to the Board the appointment of a candidate from outside the University, that selection committee functions as the Advisory Selection Committee for the candidate's faculty appointment as well as the candidate's Department Chair/Dean appointment and, therefore, replaces the committees referred to in i. and ii. above. (See below for the composition, procedures, etc for Department Chair/Dean selection committees.)</p> <p>d. Advisory Selection Committees <b>must</b> be used in the following cases of appointment of regular full-time faculty:</p> <p>i. appointment at the rank of full professor in which case the decision with respect to tenure must also be considered;</p> <p>ii. other faculty with tenure on first appointment.</p> <p>e. An Advisory Selection Committee shall be used in the appointment of regular full-time faculty at the ranks of associate professor, assistant professor and lecturer <b>unless</b> the use of such a committee is waived, as follows:</p> <p>i. in the appointment of associate professors, waiver by the Provost and Vice-President (Academic) on the recommendation of the Dean; and</p> <p>ii. in the appointment of assistant professors and lecturers, waiver by the Dean.</p> <p>As indicated in d, above, no waiver is permitted at these ranks when appointment with tenure is contemplated.</p> <p>f. Normally, an Advisory Committee shall be used in the nomination and/or appointment to the academic staff where the final selection rests with a body outside the University.</p> <p>g. An Advisory Selection Committee <b>must</b> be used in the appointment to the staff of regular full-time librarians. The purpose of such a committee is to advise the Chief Librarian in the making of such appointments. The composition of the committee shall be:</p>	
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<p>i. the Chief Librarian, as Chair;</p> <p>ii. the Division Head, if any;</p> <p>iii. One regular full-time librarian from the Division involved, selected by the Chair, when the Chief Librarian feels it is appropriate;</p> <p>iv. One other regular full-time librarian in the University Library, selected according to procedures approved by the Library Council; and</p> <p>v. Other professional librarians or members of teaching departments, as deemed necessary by the other members of the Committee.</p> <p>vi. It is desirable that Selection Committees be as representative as possible of the academic community.</p> <p>h. Unless otherwise determined by the Faculty Council, each Faculty shall have an Advisory Selection Committee to advise the Dean on appointments of Faculty Service Officers. The composition of such a committee shall be:</p> <p>i. the Dean, or delegate, as Chair;</p> <p>ii. the Department Chair, if any; and</p> <p>iii. such other members as the Dean and Department Chair, if any, may consider necessary.</p> <p>i. All things being equal, qualified candidates for an APO position currently employed by the University should be given priority in consideration for vacant positions.</p> <p>j. Candidates for an APO position should not be registered students studying in the same department as that in which they will be employed as staff; exceptions to this rule may be made with the approval of the Provost and Vice-President (Academic) and of the Dean of Graduate Studies and Research. (See clause 5.10 APO Agreement.)</p> <p>k. Procedures to be followed by Advisory Selection Committees shall be established by the appropriate Faculty Council or by the Library Council, as the case may be.</p> <p>l. See 48.2.2.2 regarding selection committees for types of staff not referred to above.</p>	

### 48.2.3 Measures to Prevent Discrimination in Appointments

Do not rescind or replace at this time.

Recognizing the desire of the University to prevent discrimination and in compliance with federal and provincial legislation the General Faculties Council reaffirms the commitment of the University to non-discrimination in employment decisions. Because women comprise the largest group of disadvantaged, the rules and regulations which follow will from time to time make specific requirements with respect to the employment of women. Accordingly, the following steps shall be taken whenever an academic staff vacancy occurs:

1. It is anticipated that there will be instances where none, or very few, of the qualified applicants are women. In some instances none, or very few, of the qualified applicants will be men. In such cases, as early in the work of selection committees as possible, they are expected to seek qualified applicants from the under-represented sex through appropriate sources capable of providing data on the pool of available qualified persons (chairs of relevant departments; professional organizations; individuals from the under-represented sex within the profession or discipline; individuals from the under-represented sex, members of academic staff in the unit and in related units with the University).
2. Pre-Selection Committees (where they exist) and Advisory Selection Committees must give careful and detailed consideration to **all** qualified applicants regardless of race, religious beliefs, color, sex, physical disability, marital status, age, ancestry or place of origin.
3. Pre-Selection Committees (where they exist) and Advisory Selection Committees, when interviewing candidates for a vacant staff position, may **not** request information of religious beliefs, political affiliations, family or marital status, age, ancestry or place of origin or physical disability which could lead to discriminatory action.

The evaluation of applicants must be based on objective job-related criteria.

4. Pre-Selection Committees (where they exist) and Advisory Selection Committees are required to report to the Dean on:
  - a. the pool of available qualified persons;
  - b. sources consulted in the determination of this pool;
  - c. the number of applications received;
  - d. the qualifications and sex of all applicants if known;
  - e. the criteria used in determining the short list;
  - f. the number of persons shortlisted, including a reference to the

<p>qualifications and sex of the persons on the short list;</p> <p>g. an explanation as to why the short list contains no members of the under-represented sex (if that is the case);</p> <p>h. resumes of the most qualified persons of the under-represented sex;</p> <p>i. the criteria used in the final selection.</p> <p>5. Upon submitting the academic appointment form to the Provost and Vice-President (Academic), the Dean will forward the above information for each appointment.</p> <p>6. Where the use of a Selection Committee has been waived the Dean is expected to provide the same information as above.</p>	
<p><b><u>48.2.4 Measures to Assess Teaching Potential of Candidates for Faculty Positions</u></b></p> <p>Recognizing the University's commitment to excellence in teaching and research and to ensure the recruitment, selection, and appointment of faculty members with high potential and/or abilities in both, as well as to provide support for the continued development of their abilities as good teachers and researchers, the General Faculties Council adopts the following specific policy:</p> <p>Deans should direct all Advisory Selection Committees or Pre-Selection Committees (where they exist) to establish methods to examine and assess a candidate's teaching experience and/or teaching potential. Such methods shall be appropriate to the duties associated with the position as well as the specific requirements created by the subject matter or the discipline.</p>	<p><b>Rescind</b></p> <p>Replace with UAPPOL Academic Selection Procedure (3(a)i).</p>
<p><b><u>48.2.5 Measures to Support the Teaching Role for New Appointees</u></b></p> <p>Believing that teaching skills can be developed and nurtured over an instructor's entire career, that instructors and the University have mutual obligations in this regard, and acknowledging the particular importance of the initial appointment period, the following means shall be used to ensure that new appointees receive adequate support for their personal initiatives in developing their teaching roles during the initial phase of the appointment.</p>	<p><b>Do not rescind or replace at this time.</b></p>

<p>During the probationary period, every teaching unit shall work with the faculty member to assess teaching abilities and accomplishments. Such an assessment should be guided by a desire to develop and nurture effective teaching skills and attitudes. If deficiencies are detected, the new staff member will be directed to sources, services, or persons who can provide assistance, either internal or external to the Faculty, and will be encouraged to take personal initiatives for continual development as a teacher.</p> <p>Sections 48.1 and 48.2 were considered, approved or amended by GFC on the following dates:</p> <table border="1" data-bbox="191 590 738 972"> <tr> <td>(GFC 01 MAR 1982)</td> <td>(EXEC 12 JUN 1996)</td> </tr> <tr> <td>(GFC 23 FEB 1987)</td> <td>(EXEC 18 NOV 1996)</td> </tr> <tr> <td>(GFC 25 JAN 1988)</td> <td>(EXEC 10 MAR 1997)</td> </tr> <tr> <td>(GFC 25 JUN 1990)</td> <td>(EXEC 07 APR 1997)</td> </tr> <tr> <td>(GFC 18 JAN 1993)</td> <td>(GFC 29 NOV 1999)</td> </tr> <tr> <td>(EXEC 08 MAR 1993)</td> <td>(EXEC 17 JUN 2002)</td> </tr> <tr> <td>(EXEC 14 NOV 1994)</td> <td></td> </tr> </table>	(GFC 01 MAR 1982)	(EXEC 12 JUN 1996)	(GFC 23 FEB 1987)	(EXEC 18 NOV 1996)	(GFC 25 JAN 1988)	(EXEC 10 MAR 1997)	(GFC 25 JUN 1990)	(EXEC 07 APR 1997)	(GFC 18 JAN 1993)	(GFC 29 NOV 1999)	(EXEC 08 MAR 1993)	(EXEC 17 JUN 2002)	(EXEC 14 NOV 1994)		
(GFC 01 MAR 1982)	(EXEC 12 JUN 1996)														
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(GFC 25 JAN 1988)	(EXEC 10 MAR 1997)														
(GFC 25 JUN 1990)	(EXEC 07 APR 1997)														
(GFC 18 JAN 1993)	(GFC 29 NOV 1999)														
(EXEC 08 MAR 1993)	(EXEC 17 JUN 2002)														
(EXEC 14 NOV 1994)															
<p><b><u>48.3 Contractual Agreements</u></b></p> <p>Where existing University contracts conflict with this policy statement, such contracts shall prevail, but as they are renegotiated, reviewed or reconsidered, the University shall encourage the inclusion in such contracts of the policies herein adopted to the end that they conform to these policies.</p> <table border="1" data-bbox="191 1318 703 1423"> <tr> <td>(GFC 28 MAY 1978)</td> <td>(GFC 22 JUN 1987)</td> </tr> <tr> <td>(BG 02 JUN 1978)</td> <td>(BG 02 OCT 1987)</td> </tr> </table>	(GFC 28 MAY 1978)	(GFC 22 JUN 1987)	(BG 02 JUN 1978)	(BG 02 OCT 1987)	<p>Delete</p>										
(GFC 28 MAY 1978)	(GFC 22 JUN 1987)														
(BG 02 JUN 1978)	(BG 02 OCT 1987)														
<p><b><u>48.4 Position Control Policies for Continuing Staff</u></b></p> <p>The following policies approved by PPC were <b>RECEIVED FOR INFORMATION BY GFC</b> on January 26, 1981:</p>	<p>Delete in its entirety</p> <p>Process is obsolete</p>														
<p><b><u>48.4.1 Teaching and Research Faculty and Faculty Service Officers</u></b></p>	<p>Delete</p>														

<p>1. In November of each year the Provost and Vice-President (Academic) will establish the number of positions in each Faculty for the following academic year, based upon priorities as established from time to time by the Planning and Priorities Committee and upon a reasonable estimate of the University's prospective budget situation. These position numbers will be reported to PPC, and will remain in effect until the next November unless they are modified by PPC because of extraordinary circumstances.</p> <p>2. Where new funding is made available to a Faculty, new positions may be authorized by the Provost and Vice-President (Academic), subject to such guidelines as PPC may determine.</p> <p>3. a. A Faculty whose number of positions has been decreased by the Provost and Vice-President (Academic) as a consequence of the November decisions will, as necessary, eliminate vacant positions on the next April 1 and, as they occur, positions that will become vacant by the next September 1, except that, with the agreement of the Provost and Vice-President (Academic) position deletions may be deferred until a more appropriate vacancy occurs in the following year. Thereafter, vacancies will be eliminated as they occur [eg, November 1981 decisions, for action by September, 1982; deferment for cause until "first appropriate" vacancy prior to September, 1983; thereafter, first call on any vacancy].</p> <p>b. Notwithstanding any agreement that a position deletion be deferred, where it becomes known to a Dean that a further vacancy will occur in the Faculty, no appointment may be made to fill such a vacancy unless the agreement to postpone the deletion is reconfirmed by the Provost and Vice-President (Academic).</p> <p>4. On March 1, each Dean will report in writing to the Provost and Vice-President (Academic) all positions that are vacant (including any approved for filling the previous November) and any that are expected to become vacant by the next September.</p> <p>Where replacement was authorized by virtue of the November decisions and a search is in progress, the Dean will record for the Provost and Vice-President (Academic) the unit that has been assigned the vacancy for which the search is taking place, and the progress being made. The Dean's authorization to fill the vacancy so specified and recorded continues as long as it is possible to appoint a fully qualified person effective the beginning of the upcoming academic year.</p> <p>Any vacancies that occur after March 1 that have not been foreseen and recorded in the progress report (and for which, therefore, replacement searches will not have begun) may not normally be filled until the Provost and Vice-President (Academic) in the following November has again determined the number of positions for the Faculties, except where the Provost and Vice-President (Academic) is satisfied that there is over-riding need to fill such a vacancy and</p>	<p>Process is obsolete</p>
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<p>that an adequate search can be carried out and a fully qualified person appointed by the beginning of the academic year.</p> <p>5. Where a Dean is authorized to fill a particular vacancy or vacancies as they occur (by virtue of the November "establishment" decisions) and no constraints have otherwise been imposed through deferrals etc, appointments may be made effective the upcoming academic year, without further authorization, to any Faculty unit or subdivision deemed appropriate by the Dean.</p>	
<p><b><u>48.4.2 Professional Librarian and APO Positions in the University Library</u></b></p> <p>1. In November of each year the Provost and Vice-President (Academic) will review the number and type of Librarian and APO positions in the Library. Based upon this review and the prospective budget situation for the following year, he will establish the number of such positions for the following year, and this number will remain in effect until the following November unless it is modified by PPC or, as a result of additional funding, increased by the Provost and Vice-President (Academic).</p> <p>2. Where deletions have been required, the Chief Librarian will eliminate positions from vacancies which are present or may occur. (Such deletions may require reorganization or the reallocation of personnel and responsibilities.) Where the appropriate number of vacancies do not occur, the required position deletions will remain as a first call against vacancies as they occur.</p> <p>3. Where vacancies occur within the approved establishment, or where new positions are approved by the Provost and Vice-President (Academic) as a result of funding changes, the Chief Librarian may make appointments in accordance with required selection procedures. In the case of new APO positions, the approval of the APO Committee is required.</p>	<p>Delete</p> <p>Process is obsolete</p>
<p><b><u>48.4.3 APO and Librarian Positions in Budget Units Other Than the University Library</u></b></p> <p>1. During the budget approval process, reductions may be required in the salary accounts for APO's and Librarians. Such reductions may be required by the Planning and Priorities Committee and the Board or may be decided upon by the budget authority for the unit.</p> <p>2. Where such reductions are required they may be accomplished by the elimination of positions or through reorganization or reallocation of responsibilities</p>	<p>Delete</p> <p>Process is obsolete</p>



<p>that result in budget reductions, or, with the approval of the appropriate Vice-President, may be deferred against forthcoming reorganization or position reductions.</p> <p>3. Where funds are available to support a new position, the appropriate Vice-President may authorize (a) an application to the APO Committee to approve a new APO position, or (b) the creation of a new Librarian position.</p> <p>4. Normally, when vacancies occur during the year they may be filled at the discretion of the appointing authority and in accordance with University procedures. The appropriate Vice-President may require that such replacements be approved in advance.</p>	
<p><b><u>48.4.4 Non-Academic Positions Throughout the University</u></b></p> <p>1. During the budget approval process, reductions may be required in the salary accounts for Non-Academic staff. Such reductions may be required by the Planning and Priorities Committee and the board, or may be decided upon by the budget authority for the unit. (GFC 26 JAN 1981)</p> <p>2. Where such reductions are required, they may be accomplished through the elimination of positions, through any reorganization or reallocation that results in budget reductions, or, with the approval of the appropriate Vice-President, they may be deferred against forthcoming reorganization or staff reductions. (GFC 26 JAN 1981)</p> <p>3. Where funds are available to support a new position, the appropriate Vice-President may authorize the Director of Personnel Services and Staff Relations to evaluate the position and to appoint a suitable person to it.</p> <p>4. Normally, when vacancies occur during the year they may be filled at the discretion of the budgetary unit, and in accordance with University procedures. The appropriate Vice-President may require that such replacements be approved in advance. (GFC 26 JAN 1981)</p> <p><b>Note:</b> On September 28, 1987 GFC received a recommendation from the GFC Executive Committee that no policy on over-qualification was necessary at the present time. (GFC 26 JAN 1981)</p> <p>(GFC 26 JAN 1981)</p>	<p>Delete</p> <p>Process is obsolete</p>

**OUTLINE OF ISSUE**

Agenda Title: **Term Limits for Deans – Proposed Changes to the Selection of Faculty Deans Procedure**

**Motion I:** THAT the GFC Executive Committee take from the table the proposal concerning (proposed) changes to the Selection of Faculty Deans Procedure, as originally submitted by the Office of the Provost and Vice-President (Academic).

**Motion II:** THAT the GFC Executive Committee, under delegated authority from General Faculties Council and the Board of Governors, recommend to the Board Human Resources and Compensation Committee approval of proposed changes to the Selection of Faculty Deans Procedure, as re-submitted by the Office of the Provost and Vice-President (Academic) (and as set forth in Attachment 1), as amended, to be effective upon approval.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Provost and Vice-President (Academic)
Presenters	Carl Amrhein, Provost and Vice-President (Academic), and Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Subject	Changes to the Selection of Faculty Deans Procedure (in UAPPOL) to reflect revised regulations regarding term limits for Faculty Deans.

**Details**

Responsibility	Provost and Vice President (Academic)
The Purpose of the Proposal is (please be specific)	Revisions have been proposed to the Selection of Faculty Deans Procedure articulating a normal two-term limit for Faculty Deans and giving the President the authority, on the recommendation of the Provost, to grant exceptions. The new proposed wording also indicates that should seeking a third term be appropriate for an incumbent Dean, as determined by the President, then review procedures will be employed in that case. No Dean will be permitted a fourth term.
The Impact of the Proposal is	Minimal.
Replaces/Revises (eg, policies, resolutions)	Selection of Faculty Deans Procedure.
Timeline/Implementation Date	Upon approval by the Board Human Resources and Compensation Committee (BHRCC).
Estimated Cost	N/A
Sources of Funding	N/A
Notes	This proposal was discussed at the GFC Executive Committee meeting of February 7, 2011; following discussion, the matter was tabled pending further consultation with the President and with Deans' Council on amendments suggested by members of the GFC Executive Committee on that occasion.

**Alignment/Compliance**

Alignment with Guiding Documents	<b><i>Dare to Discover</i></b> : Talented People, Transformative Organization and Support
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal	1. <b><i>Post-Secondary Learning Act (PSLA)</i></b> : The <i>PSLA</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, "over academic affairs" (Section 26(1)). The <i>Act</i>

<p>(please <u>quote</u> legislation and include identifying section numbers)</p>	<p>provides that “[a] person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council” (Section 22(2)). In addition, GFC may recommend to the Board of Governors on “procedures in respect of appointments, promotions, salaries, tenure and dismissals of academic staff” (Section 26(1)(o)).</p> <p><b>2. <i>Post-Secondary Learning Act (PSLA)</i>:</b> The Board of Governors has authority to employ “officers, employees or other persons and academic staff members” (Sections 83 and 84 of the <i>Act</i>) and to appoint the President, Vice-Presidents, Deans and Registrar (Sections 81, 82, 21(1) and 20(1) of the <i>Act</i>). The Board has delegated certain of these powers.</p> <p><b>3. <i>Selection of Faculty Deans Procedure</i>:</b> Overview: “With respect to the procedures for the selection of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial nature or substantive nature.”</p> <p><b>5. <i>Board Human Resources and Compensation Committee (BHRCC) Terms of Reference</i>:</b> According to Section 3.a of BHRCC’s terms of reference, “[i]n making reports and recommendations with Deans and Vice-Presidents, the Committee shall do so on the advice and recommendation of the President.”</p> <p>Further, Section 4 of BHRCC’s terms of reference state “[t]he general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to: a. the appointment, extension, reappointments and dismissals of Deans, Vice-Presidents and the President[.] [. . .]”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Marion Haggarty-France, University Secretary, January, 2011; Brad Hamdon, University General Counsel, January, 2011; Deans’ Council, January 19, 2011; President Samarasekera, February 13, 2011; Deans’ Council, February 16, 2011
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (for recommendation) – March 7, 2011; BHRCC (for final approval) – May 3, 2011
Final Approver	BHRCC

Attachments (each to be numbered 1 - <>)

- Attachment 1 (pages 1 – 5): Selection of Faculty Dean Procedure (with Proposed Revisions)

*Prepared by:* Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Selection of Faculty Deans Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council Executive Committee
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

The *Post-Secondary Learning Act* gives the General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, “over academic affairs” (section 26 (1)).

The Board has authority to employ “officers, employees or other **persons**” and “academic staff members” (sections 83 and 84 of the Act) and to appoint the President, Vice-Presidents, Deans and Registrar (sections 81,82, 21(1) and 20 (1) of the Act). The Board has delegated certain of these powers by virtue of section 62 of the *Post-Secondary Learning Act*.

The *Act* provides that “[a] person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council” (section 22(2)). In addition, GFC may recommend to the Board of Governors on “procedures in respect of appointments, promotions, salaries, tenure and dismissals” of academic staff (section 26(1)(o)).

With respect to the procedures for the selection of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.

These authorities over procedures are related to the appointment of academic staff and embrace senior administrators including Deans.

### Purpose

To detail the standard procedures for the selection of Faculty Deans.

## **PROCEDURE**

### 1. GENERAL

By virtue of the Post-Secondary Learning Act (section 22(2), 83 and 84(1)), the appointment of a Dean is made by the Board of Governors in accordance with procedures approved by General Faculties Council.

These procedures declare that such appointments shall be made by the Board on the recommendation of the President. The President's recommendation is based on the recommendation of the selection committee. The Provost is required to present the Committee's selection to the President. The President has the authority to accept or reject the committee's recommendation. If the President accepts, he or she recommends the appointment to the Board of Governors through the Board Human Resources and Compensation Committee (BHRCC). If the President does not accept the committee's recommendation, he/she will meet with the committee to explain this decision.

The process of selection or review at the end of a term is initiated by the Provost and Vice-President (Academic) for Deans at least nine (9) months prior to the end of the incumbent's term.

## 2. THE SELECTION COMMITTEE

### a) Composition of Selection Committees

All selections shall be carried out by a duly constituted Selection Committee. The composition of Dean Selection Committees varies by Faculty. Changes to the composition of individual Faculties' selection committees may be initiated by the Faculty or by the Provost. The following are requirements common to selection committees across all Faculties.

Common elements to the Dean Selection Committees include the following:

- i) Provost and Vice-President (Academic), or designee, chairs the Committee.
- ii) Vice-President (Research), or designee, vice-chair.
- iii) Dean of the Faculty of Graduate Studies and Research, or designee
- iv) Faculty members
- v) Students**
- vi) Staff
- vii) Representation from General Faculties Council.
- viii) Once the Committee has been established and all members elected or designated, the Provost may, in consultation with the Chair or Vice-Chair of the GFC Nominating Committee, name one additional full-time faculty member (Categories A1.1 and A1.5) to the selection committee to ensure broad representation from the faculty.
- ix) In no instance shall the membership of a selection committee include (1) a candidate for the office or (2) the outgoing Dean (3) any person with an apparent conflict of interest as determined by the Provost and Vice-President (Academic).
- x) Other than Chairs in departmentalized Faculties and Directors in Student Services who report to the Dean of Students, the following individuals shall be ineligible for membership on a Selection Committee: Vice-Deans, Associate and Assistant Deans and administrative staff, who report directly to ~~a~~the Dean of the Faculty.

Notwithstanding the provisions above, the incumbent shall not be eligible to vote in the election of representatives to serve on the selection committee.

## 3. QUORUM

At any meeting of a selection committee for Dean where a final decision is made, at least one (1) of the two (2) Vice-Presidential members must be present, Provost and Vice-President (Academic) or Vice-President (Research), and no more than two (2) of the other members shall be absent.

#### 4. SELECTION PROCEDURES

##### a) General Case

The Provost shall establish guidelines for selection committees. A selection committee is charged with the task of obtaining the best person available for the position. In order to do so, it may have to play an active, rather than a passive, role in the process.

- i) The selection committee shall invite suggestions concerning possible candidates from the members of the academic unit concerned.
- ii) In addition to accepting applications from qualified candidates a selection committee may, if it sees fit, solicit applications.
- iii) All vacancies must be advertised within the University in accordance with the University's Advertising of Faculty Vacancies Procedure. If a vacancy may be filled by an appointee from outside the University, then the vacancy must be advertised widely outside the University.
- iv) In the case of the appointment of a Dean from outside the University, the selection committee established for the administrative positions of Dean shall serve as both the selection committee in relation to the administrative appointment and the advisory selection committee in relation to the academic staff appointment.
- v) Where a selection committee requires additional information concerning the duties, responsibilities, authorities, etc. of the Dean position in question, it is urged to obtain such information from the incumbent and/or other source in the Faculty.
- vi) If the incumbent is a candidate, past performance must be considered by the selection committee.
- vii) When the selection committee has reached a decision on the candidate, the Provost is required to present the committee's selection to the University President.

##### b) Special Cases for Selection Procedures

###### i) Engineering Deans

The selection committee shall recommend (1) candidate as the proposed Dean.

The full-time academic staff of the Faculty shall, by a simple majority vote, indicate acceptance or rejection of the committee's recommendation. The ballot paper shall read:

I accept the selection committee's recommendation for Dean

I reject the selection committee's recommendation for Dean

In the event of rejection, the committee shall recommend another candidate.

The vote, by secret ballot, shall be conducted by the selection committee in accordance with the procedures laid down by the Faculty of Engineering.

The Provost and Vice-President (Academic), as Chair of the selection committee, shall make the vote known to the successful candidate, including abstentions

#### 5. DEAN APPOINTMENT PROCEDURE

If the conditions of employment and criteria for future evaluation of the person selected differ from statutory duties or standard expectations, these must be specified fully at the time of appointment. Acceptance of an appointment is taken as indicating full acceptance of the procedures and criteria to be used at the end of the term. The letter of appointment is binding on both the Board and the person being appointed.

The term of office shall not exceed five (5) years. The letter of appointment must specify whether reappointment is to be by Selection or Review.

A new Dean will be appointed for an initial term through a Selection procedure. Should the incumbent seek renewal for a second term, review procedures will be employed. ~~Normally, incumbents will not serve a third term. However, should a Dean seek a third term, Selection procedures will be employed in all cases. Furthermore, for incumbents who seek a fourth term, review procedures will be employed. A Dean shall serve no more than four terms~~ A Dean will normally serve no more than two terms. Any exception to the two- term limit will be based on a recommendation from the Provost to the President, who will make the final decision. In instances where the President decides that a third term may be sought, review procedures will be employed. Under no circumstances will a Dean serve more than three terms.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">▲Top</a>	
<b>Student</b>	“Student” means any student enrolled at the University of Alberta, either full-time or part-time. The term “student” may be preceded by “undergraduate” or “graduate” or “full-time” for clarification.
<b>Person</b>	“Person” means any individual selected or elected by the particular group or body referred to and may include faculty members, students, other employees of the University, or persons who are neither students nor employees of the University.
<b>Faculty Member</b>	“Faculty Member” means a full-time faculty member (from Category A1.A or A1.5) who is employed at the University under the terms and conditions of the Board/AASUA Agreement – Faculty.
<b>Category A1.1 Faculty (continuing)</b>	Refer to General Faculties Council Policy Manual, § 5 (Academic Staff, Academic Staff Agreements, and Support Staff) for definitions of Categories.
<b>Category A1.5 Soft-Tenure Faculty (continuing)</b>	Refer to General Faculties Council Policy Manual, § 5 (Academic Staff, Academic Staff Agreements, and Support Staff) for definitions of Categories.
<b>Category A1.6 Part-time (continuing) Counterparts to A1.1-A1.5</b>	Refer to General Faculties Council Policy Manual, § 5 (Academic Staff, Academic Staff Agreements, and Support Staff) for definitions of Categories.
<b>Undergraduate Student Association</b>	The duly constituted Faculty-specific undergraduate student body.
<b>Graduate Student Group</b>	The duly constituted Faculty-specific graduate student body.

## **FORMS**

There are no forms for this procedure. [▲Top](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲ Top](#)]

[Access to Information and Protection of Privacy Policy \(UAPPOL\)](#)

[Composition of Dean Selection and Review Committees for Individual Faculties \(Appendix A\)](#)

[GFC Policy Manual §5 – Academic Staff, Academic Staff Agreements and Support Staff \(University Governance\)](#)

[Opening Doors: The University of Alberta Equity Employment Plan](#)



**OUTLINE OF ISSUE**

Agenda Title: **Death of a Member of the University Community – University Response Policy**

**Motion:** THAT the GFC Executive Committee recommend to General Faculties Council the proposed new Death of a Member of the University Community – University Response Policy and associated procedures, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1 (and as amended), and the corresponding rescission of GFC Policy Manual Section 108.14 (University Response to a Student Death) and MAPPS (Manual of Administrative Policies and Procedures) #01-030-005 (Death of a Member of the University Community), all to take effect upon final approval.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Provost and Vice-President (Academic)
Presenters	Carl Amrhein, Provost and Vice-President (Academic); and Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President Academic
Subject	New policy and procedures relating to the University of Alberta's response in the event of the death of a member of the community and the corresponding rescission of existing policies/procedures related to this matter.

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To update and newly articulate the University's approach to responding in the event of the death of a member of the University community and to provide procedures relating to the institutional response to the death of a student or a staff member.
The Impact of the Proposal is	Minimal. The new Policy and its attendant procedures reflect current practice.
Replaces/Revises (eg, policies, resolutions)	GFC Policy Manual Section 108.14 and MAPPS #01-030-005.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> : Transformative Organization and Support; <i>Dare to Deliver</i> : Building the Transformative Organization
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. <b>Post-Secondary Learning Act (PSLA)</b> : Alberta's <i>Post-Secondary Learning Act (PSLA)</i> gives the Board of Governors the authority to "develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta" (Section 60(1)).  Further, the Board of Governors "must consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for [...] any other activities the board considers necessary or advantageous" (Section 19(e)).

2. **Post-Secondary Learning Act (PSLA):** The Board has authority to employ officers, employees and academic staff (sections 83 and 84 of the Act).

3. **Post-Secondary Learning Act (PSLA):** Section 26(1) states that, “[s]ubject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to [...]

(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university [...].”

Further, the PSLA, states in Section 31(1) that “[t]he general faculties council has general supervision of student affairs at a university [...].”

4. **GFC Executive Committee Terms of Reference (Section 3/Mandate of the Committee):**

**“5. Agendas of General Faculties Council**

GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]

With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”

5. **GFC Executive Committee Terms of Reference/3. Mandate of the Committee:** “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council.”

6. **Board Human Resources and Compensation Committee (BHRCC) Terms of Reference, Sections 3 and 4** state:

**“3. MANDATE OF THE COMMITTEE**

Except as provided in paragraph 4 and in the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to and the Board delegates to the Committee responsibility

	<p>and authority for all policies and procedures affecting staff working conditions at the University and matters for collective bargaining and related service contracts. The Committee shall also consider any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing the Committee shall: (g) review and approve material changes to personnel policies of the University that are outside the regular collective bargaining process and consider trends affecting such policies [...].]"</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Policy Standards Office; University Governance; Office of the Registrar and Student Awards; Office of the Dean of Students; Students' Union; Graduate Students' Association; Human Resource Services; Vice-Provosts' Meeting; Strategic Initiatives Group; Office of the President; Association of Academic Staff – University of Alberta; Executive Planning Committee
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (March 7, 2011) – for recommendation; General Faculties Council (March 21, 2011) – for recommendation; Board Human Resources and Compensation Committee (May 3, 2011) – for recommendation; Board of Governors (May 13, 2011) – for final approval
Final Approver	Board of Governors

Attachment:

- Attachment 1 (pages 1 – 8): Death of a Member of the University Community – University Response Policy *and* Associated Procedures (For Approval)
- Attachment 2 (pages 1 – 7): Transition Document – GFC Policy Manual Section 108.14 (*University Response to a Student Death*) to UAPPOL Policy Suite (For Information Only)

*Prepared by:* Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic) (with assistance from University Governance)

<b>Go to:</b>	<a href="#">[Overview]</a>	<a href="#">[Purpose]</a>	<a href="#">[POLICY]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[RELATED LINKS]</a>
This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.					

## Death of a Member of the University Community – University Response Policy

<b>Office of Accountability:</b>	Office of the Provost and Vice-President (Academic)
<b>Office of Administrative Responsibility:</b>	Office of the Provost and Vice-President (Academic)
<b>Approver:</b>	Board of Governors

### Overview

The death of a **member of the University community** is a serious loss to the University of Alberta's community. Due to the seriousness of such an occurrence, the Board of Governors has established this policy, along with the associated procedures, to ensure that the University responds appropriately.

### Purpose

To ensure that when a member of the University community passes away, the situation is managed in an appropriate manner.

### POLICY

Compliance with University policy extends to all members of the University community. [\[▲Top\]](#)

- Upon the death of a member of the University community, the University:
  - will ensure that all dealings with the member's surviving family and estate are handled appropriately;
  - will properly acknowledge and commemorate, as appropriate, the contributions that member made to the University; and,
  - may fly the University Banner at half-mast, in accordance with the University's *Flag Policy*.
- When a **student** or **staff member** passes away, the death will be communicated to the appropriate parties in accordance with the applicable associated procedure.

### DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Member of the University Community</b>	Academic and non-academic staff, students, post-doctoral fellows, emeriti, alumni, members of the Board of Governors, members of the Senate, honorary degree recipients and retirees.
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<b>Student</b>	An individual currently enrolled (full-time or part-time) in undergraduate or graduate studies. This procedure also applies to individuals who were expecting to continue their program in the Fall term, but were not registered for courses in Spring and/or Summer term.
<b>Staff Member</b>	Refer to Appendix A and B of the Recruitment Policy.

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Flag Policy](#) (UAPPOL)

[Lowering of University Banner as a Sign of Mourning Procedure](#) (UAPPOL)

[Posthumous Degrees Procedure](#) (UAPPOL)

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Death of a Staff Member – University Response Procedure

<b>Office of Administrative Responsibility:</b>	Vice-Provost and Associate Vice-President (Human Resources)
<b>Approver:</b>	Provost and Vice-President (Academic) Vice-President (Finance and Administration)
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

When the death of a **staff member** occurs, it is the responsibility of the University to respond in an appropriate manner. These guidelines have been established to ensure an orderly, effective, and caring response.

The collective bargaining agreements contain information about benefits and insurance in the event of a staff member's death in service.

### Purpose

This procedure ensures that upon the death of a staff member:

- the staff member's contributions to the University of Alberta and community at large are acknowledged;
- all communications with the **staff member's family**, colleagues, as well as the general public, are handled in a timely and professional manner.

## PROCEDURE

### 1. NOTIFICATION

- a. Response to the death of a staff member will be handled initially by the local police agency and/or the hospital involved. In accordance with the Fatalities Inquiries Act, these agencies will notify next-of-kin.
- b. Upon learning of a staff member's death, the Faculty, department or unit where the deceased staff member was employed should notify the dean of the Faculty or director of the unit, and the Office of Vice-Provost and Associate Vice-President (Human Resources). The Vice-Provost and Associate Vice-President (Human Resources) will notify others as appropriate. All communication regarding the death of a staff member will be subject to privacy laws.

### 2. RESPONSIBILITIES

- a. The Director, Department Chair or Dean will contact the staff member's family to express condolences, offering advice and referring to appropriate sources of help. They will arrange for

the appropriate handling of personal effects. Communication with the community regarding the death will be done in consultation with the staff member's family.

- b. Colleagues, co-workers, and students, if applicable, may need assistance in dealing with their reactions to the death. Human Resource Services can provide support and resources during a period of mourning.
- c. Pension and Benefit Advisory Services will:
  - i Determine the benefits that are payable and advise the beneficiary/executor.
  - ii Make arrangements with the appropriate carriers.
- d. In the case of the death of a faculty member, the Dean or a designate will:
  - i Arrange for a statement of tribute be prepared. The Dean or Chair presents a tribute about the deceased staff member at the next meeting of the Faculty Council.
  - ii Work with the family to arrange to have someone act as 'academic or scholarly' executor to handle publications in preparation, or submitted but not accepted and to notify relevant professional journals.
  - iii Arrange for someone to assume the responsibility for graduate students and notify the Dean of the Faculty of Graduate Studies and Research about the deceased faculty member's students.
  - iv Re-assign lectures and/or other duties as required.
  - v Notify professional journals to delete name from subscription lists.
  - vi If the deceased were a holder of a grant, such as NSERC, SSHRC, or Canada Council, the Chair would contact the Research Services Office to determine the procedures required by the appropriate granting agency.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Staff Member</b>	Refer to Appendix A and B of the Recruitment Policy.
<b>Staff Member's Family</b>	Parents, spouse, common-law partner, children, and/or emergency contact as indicated on the staff member's record.

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [▲Top](#)

[Notice of Death Form](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [▲Top](#)

[Flag Policy](#) (UAPPOL)

**DEVELOPMENT LEAD:** Full name and email

**VERSION # DRAFT DATE:** 2011/01/18

**PARENT POLICY:** University Response to the Death of a Member of the University Community Policy

[Human Resource Services](#) (University of Alberta)

[Lowering of University Banner as a Sign of Mourning Procedure](#) (UAPPOL)



<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Death of a Student – University Response Procedure

<b>Office of Administrative Responsibility:</b>	Office of the Dean of Students
<b>Approver:</b>	Provost and Vice-President Academic

### Overview

When the death of a **student** occurs, it is the responsibility of the University to respond in an appropriate manner. These guidelines have been established to ensure an orderly, effective, and caring response.

### Purpose

This procedure ensures that upon the death of a student:

- the student's contributions to the University of Alberta and community at large are acknowledged;
- all dealings with the student's records, fees, and accommodations (if student was in residence) are handled in a timely and professional manner; and
- all communications with the **student's family**, colleagues, as well as the general public, are handled appropriately

## **PROCEDURE**

Compliance with University procedure extends to all members of the University community. <a href="#">[▲Top]</a>
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### 1. NOTIFICATION

- a. Response to a death of a student will be handled initially by the local police agency and/or the hospital involved. In accordance with the Fatality Inquiries Act, these agencies will notify the next-of-kin.
- b. In the event a student or staff member learns of a student's death, he/she should contact the Office of the Registrar and Student Awards and provide the student's name, ID number if known, date of death, and estate address (or the name and address of a family member or friend who can provide this information).
- c. All communication regarding the death of a student will be subject to privacy laws.

## 2. CAMPUS COMMUNICATION

a. The Office of the Registrar and Student Awards will notify the following campus officials:

- Dean of Students
- President
- Financial Services
- Parking Services
- Libraries
- Dean of the student's Faculty and Chair of the student's department if a graduate student
- Director of Residence Services, if the student was in a student residence
- Office of Alumni Affairs

## 3. RESPONSIBILITIES

The Office of the Registrar and Student Awards will update the student record. If the student is currently registered, the student will be withdrawn from classes and all current term's tuition and fees refunded to the estate. The campus service offices noted above will ensure that billings for parking, library fines, fees, and Emergency Student Loans, etc. are stopped to reduce hardship to the family. At the request of the student's estate a transcript can be issued and the T2202A tax form and/or U-Pass receipt can be released.

The Vice-Provost and Dean of Students will be responsible for coordinating follow-up activities. These activities may include, but are not limited to:

a. Contacting the student's family to express condolences. (The student's estate mailing address, along with their phone numbers are located through the student information system, once updated by the Office of the Registrar and Student Awards.) The Vice-Provost and Dean of Students will be indicated as a primary contact for the appropriate family members if they would like to discuss the situation. Communication with the community regarding the death will be done in consultation with the student's family.

b. Consulting with Residence Services (if the student lived in student residence) to outline a plan of action for the student's room and personal belongings.

c. Informing support agencies that may deal with concerns the death may cause for other students as well as family and friends of the deceased.

- Family members may want to talk with faculty, staff, or students concerning the death. At the discretion of the Vice-Provost and Dean of Students, someone from Student Services who is familiar with the situation may be assigned as a contact person to assist them with their concerns. It is important that the staff members assigned to assist the family be supportive of the family's needs while also being sensitive to the needs of students and staff.

- Friends, classmates and faculty may need assistance in dealing with their reactions to the death. The University Health Centre, Student Counselling Services, and the Chaplains' Office or any other relevant

campus service will offer short-term services to any individual or group that can be identified as being affected by the death.

#### d. Media Involvement

The Vice-Provost and Dean of Students will be responsible for disseminating information to the media. The Dean will seek advice or consult with the Office of Marketing and Communications and the student's family prior to releasing any information to the media. It is important that University of Alberta Protective Services, other involved campus units, Communications and the Information and Privacy Office work closely with the Dean to ensure the accuracy of the information disseminated.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

<b>Student</b>	An individual currently enrolled (full-time or part-time) in undergraduate or graduate studies. This procedure also applies to individuals who were expecting to continue their program in the Fall term, but were not registered for courses in Spring and/or Summer term.
<b>Student's Family</b>	Parents, guardians, spouse, common-law partner, children, and/or emergency contact as indicated on the student's record.

### **FORMS**

Should a link fail, please contact uappol@ualberta.ca. [▲ Top](#)

### **RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [▲ Top](#)

[Off-Campus Activities and Travel Policy \(in development\)](#)

[Lowering of University Banner as a Sign of Mourning Procedure](#)

[Posthumous Degrees Procedure](#)

[Fatality Inquiries Act](#)

**Recommended Changes to the  
General Faculties Council University Response to a Student Death (Section  
108.14)**

<p align="center"><b>Current Policy Format (Delete struck-through text below)</b></p>	<p align="center"><b>Proposed Policy Format (Add text as underlined below)</b></p>	<p align="center"><b>Reason for change</b></p>
<p>When a death of a student occurs, it is the responsibility of the University to respond in a <del>sensitive and sympathetic manner</del>. These guidelines have been established to <del>provide</del> an orderly, effective, and caring response.</p> <p><del><b>1. Student Death Off Campus</b></del></p> <p>a. Response to a death <del>occurring off campus</del> will be handled initially by the local police agency and/or the hospital involved. <del>It may be assumed that</del> these agencies will notify the next-of-kin. (EXEC 03 MAY 1993)</p>	<p><b><u>Overview</u></b> When <u>the</u> death of a student occurs, it is the responsibility of the University to respond in <u>an appropriate manner</u>. These guidelines have been established to <u>ensure</u> an orderly, effective, and caring response.</p> <p><b><u>Purpose</u></b> <u>This procedure ensures upon the death of a student:</u> - <u>the student's contributions to the University of Alberta and community at large are acknowledged;</u> - <u>all dealings with the student's records, fees, and accommodations (if student was in residence) are handled in a timely and professional manner;</u> and - <u>all communications with the student's family, colleagues, as well as the general public, are handled in a compassionate and professional manner.</u></p> <p><b><u>PROCEDURE</u></b> <b><u>1. NOTIFICATION</u></b> a. Response to a death <u>of a student</u> will be handled initially by the local police agency and/or the hospital involved. <u>In accordance with the Fatality Inquiries Act,</u> these agencies will notify the next-of-kin.</p>	<p>To illustrate the purpose of the procedure and fit into the UAPPOL format.</p> <p>To categorize activities</p> <p>Not specific to off-campus</p> <p>Match legislation.</p>

<p>b. In the event a student or staff member learns of the student's death, he/she should contact <del>Campus Security</del>. (EXEC 03 MAY 1993)</p> <p>e. <del>If a death occurs during a field trip, the University staff member accompanying the trip should immediately contact local emergency services and the local law enforcement agency. As soon as the appropriate agency has taken control, the staff member will immediately contact Campus Security. (EXEC 03 MAY 1993)</del></p> <p>d. <del>Notification of Appropriate Campus Officials</del>  — i. <del>Campus Security will notify the following campus officials:</del></p> <ul style="list-style-type: none"> <li>- Dean of Students</li> <li>- <del>Provost and Vice-President (Academic), who will contact the President</del></li> <li>- <del>Vice-President (Finance and Administration)</del></li> <li>- Dean of the student's faculty and Chair of the student's department</li> <li>- <del>Manager of Housing and Residence Life, if the student</del></li> </ul>	<p>b. In the event a student or staff member learns of the student's death, he/she should contact <u>the Office of the Registrar and Student Awards and provide the student's name, ID number if known, date of death, and estate address (or the name and address of a family member or friend who can provide this information).</u></p> <p><u>c. All communication regarding the death of a student will be subject to privacy laws.</u></p> <p><u>2. CAMPUS COMMUNICATION</u></p> <p><u>a. The Office of the Registrar and Student Awards will notify the following campus officials:</u></p> <ul style="list-style-type: none"> <li>- Dean of Students</li> <li>- <u>President</u></li> <li>- <u>Financial Services</u></li> <li>- <u>Parking Services</u></li> <li>- <u>Libraries</u></li> <li>- Dean of the student's faculty and Chair of the student's department if a graduate student</li> <li>- <u>Director of Residence Services</u>, if the student was in</li> </ul>	<p>Reflects current practice.</p> <p>Encompassed broadly by point 1.a.</p> <p>Financial Services, Parking Services, and the Libraries all have different fine/fee systems. We want to eliminate the possibility of the University contacting the family for fines.</p> <p>To reflect change in title.</p>
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<p>was in a student residence  <del>—President of the Students' Union (or Graduate Students' Association)</del>  - Office of <del>Public</del> Affairs (EXEC 03 MAY 1993)</p> <p>—ii. The Dean of Students will be responsible for coordinating follow-up activities. These activities include:</p> <p>- Contacting the student's family to express condolences. <del>(The Registrar's Office will have a record of the student's mailing address and current phone number, permanent address and phone. The Dean of Students will also provide the appropriate family members—parents, in most instances—with the name and telephone number of a campus official</del></p>	<p>a student residence  - Office of <u>Alumni</u> Affairs</p> <p><u>3. RESPONSIBILITIES</u>  <u>The Office of the Registrar and Student Awards will update the student record. If the student is currently registered, the student will be withdrawn from classes and all current term's tuition and fees refunded to the estate. The campus service offices noted above will ensure that billings for parking, library fines, fees, and Emergency Student Loans, etc. are stopped to reduce hardship to the family. At the request of the student's estate a transcript can be issued and the T2202A tax form and/or U-Pass receipt can be released.</u></p> <p>The <u>Vice-Provost and Dean of Students</u> will be responsible for coordinating follow-up activities. These activities <u>may include, but are not limited to:</u></p> <p><u>a. Contacting the student's family to express condolences. (The student's estate mailing address, along with their phone numbers are located through the student administration system, once updated by the Office of the Registrar and Student Awards.) The Vice-Provost and Dean of Students will be indicated as a primary contact for the appropriate family</u></p>	<p>To reflect current practice.</p> <p>Rewording to reflect actual practice.</p>
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<p><del>with whom they can discuss the situation.) (EXEC 03 MAY 1993)</del></p> <p><del>- Contacting the Registrar to withdraw the student from classes and to stop any billing process (library fines, parking fines, Emergency Student Loans, etc) to the family.</del></p> <p><del>- Consulting with the Division of Housing and Residence Life (if the student lived in student residence) to outline a plan of action to:</del></p> <p><del>(1) work with the family in removing the student's possessions from his/her room/apartment;</del></p> <p><del>(2) contact roommates, Residence Life staff and other concerned parties;</del></p> <p><del>(3) contact fellow students in classes and labs; and</del></p> <p><del>(4) evaluate the need for supportive services for those affected by the death. (EXEC 03 MAY 1993)</del></p> <p><del>- Informing one or more of the support agencies to deal with concerns the death may cause for other students as well as family and friends of the deceased.</del></p> <p>Family members may want to talk with faculty, staff, or students concerning the death. At the discretion of the Dean of Students, someone from Student Services who is familiar with the situation may be assigned as a contact person to assist them with their concerns. <del>If the student</del></p>	<p><u>members if they would like to discuss the situation.</u></p> <p><u>Communication with the community regarding the death will be done in consultation with the student's family.</u></p> <p><u>b. Consulting with Residence Services (if the student lived in student residence) to outline a plan of action for the student's room and personal belongings.</u></p> <p><u>c. Informing support agencies that may deal with concerns the death may cause for other students as well as family and friends of the deceased.</u></p> <p>Family members may want to talk with faculty, staff, or students concerning the death. At the discretion of the Vice-Provost and Dean of Students, someone from Student Services who is familiar with the situation may be assigned as a contact person to assist them with their concerns. It is</p>	<p>Moved under #3 above.</p> <p>Dept name change</p> <p>Deleted as this practice is covered in internal Residence Services policies and procedures.</p>
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<p><del>lived in residence, a member of Residence Life staff may facilitate this process.</del> It is important that the staff members assigned to assist the family be supportive of the family's needs while also being sensitive to the needs of students and staff.</p> <p>Friends, classmates and faculty may need assistance in dealing with their reactions to the death. University Health Services, Student Counselling Services and the Chaplains' Office will offer short-term services to any individual or group that can be identified as being affected by the death. (EXEC 03 MAY 1993)</p> <p>e. Media Involvement The Dean of Students will be responsible for disseminating information to the media. The Dean <del>may</del> seek advice or consult with the Office of <del>Public Affairs</del> and the student's family prior to releasing any information to the media. It is important that <del>Campus Security</del> and Public Affairs work closely with the Dean to ensure the accuracy of the information disseminated. (EXEC 03 MAY 1993)</p> <p><b>2. Student Death on Campus (outside of residences)</b></p> <p><del>If a student or staff member becomes aware of a death on campus, that individual will contact Edmonton Police Services and Campus Security immediately. Edmonton Police</del></p>	<p>important that the staff members assigned to assist the family be supportive of the family's needs while also being sensitive to the needs of students and staff.</p> <p>Friends, classmates and faculty may need assistance in dealing with their reactions to the death. <u>The University Health Centre</u>, Student Counselling Services and the Chaplains' Office <u>or any other relevant campus service</u> will offer short-term services to any individual or group that can be identified as being affected by the death.</p> <p>d. Media Involvement The Vice-Provost and Dean of Students will be responsible for disseminating information to the media. The Dean <u>will</u> seek advice or consult with the Office of <u>Marketing and Communications</u> and the student's family prior to releasing any information to the media. It is important that <u>University of Alberta Protective Services, other involved campus units, Communications and the Information and Privacy Office</u> work closely with the Dean to ensure the accuracy of the information disseminated.</p>	<p>Not necessary, residence life is a part of student services.</p> <p>Name change.</p> <p>Should not be limited to these units.</p> <p>These sections are either covered in internal departmental policies and procedures or are now covered broadly by section 1.a.</p>
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Services will contact the appropriate emergency medical service to pronounce the death and transport the body. (EXEC 03 MAY 1993)

a. If the student lived off campus, appropriate notification and follow-up procedures contained in Section 1.d. and 1.e. will be followed. (EXEC 03 MAY 1993)

b. Where a student death occurs on University premises or at events under University control, it is important that no official involved in the University response speculate as to the cause of death or make any statements assigning responsibility for the cause of death to any individual or group. Requests for such information by the media or others will be referred to the Dean of Students. (EXEC 03 MAY 1993)

**3. Student Death in Residence**

a. In the event of a student death in residence, the Residence staff member immediately involved will call Edmonton Police Services, Campus Security, and the appropriate Residence Life Coordinator. Caution must be taken not to disturb the scene until the circumstances of the death have been determined. Access to the scene must be restricted. If the death is discovered by Campus Security or if Campus Security are the first persons contacted the officer involved will notify the appropriate Residence Life

Coordinator. (GFC 25 FEB 1991)

b. ~~Edmonton Police Services will contact the appropriate emergency medical service and conduct the investigation. (GFC 25 FEB 1991)~~

c. ~~The notification procedures listed in Section 1.d.i. will be followed:~~  
~~The Residence Life staff member will contact the Directors of Student Counselling and University Health Services to determine and provide necessary services. The Residence Life Coordinator will attempt to locate and notify the roommate(s), and make arrangements for alternate accommodation if necessary. (GFC 25 FEB 1991)~~

d. ~~Follow-up~~  
~~Procedures in Section 1.d. will be followed with special emphasis on the roles to be played by Residence Life Division staff, University Health Services, Student Counselling Services and the Chaplains' Office working together to identify persons who need assistance in dealing with the death. Removal of the personal belongings of the deceased will be conducted in consultation with the Residence Life Coordinator, roommate(s), and family. If requested, the Manager of Housing and Residence Life will make arrangements for storing the student's belongings. (GFC 25 FEB 1991)~~

**OUTLINE OF ISSUE**

Agenda Title: **Proposed Changes to the Terms of Reference for the Council on Student Affairs (COSA)**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed revisions to the Terms of Reference for the Council on Student Affairs (COSA), as submitted by the Office of the Dean of Students on behalf of COSA and as set forth in Attachment 1 (as amended), to take effect upon final approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Council on Student Affairs (COSA)
Presenter	Norma Rodenburg, Student Affairs Officer, Office of the Dean of Students
Subject	Council of Student Affairs (COSA) Terms of Reference Changes

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To add a student representative from Campus Saint-Jean as well as Augustana Faculty to the COSA membership list and to propose a series of additional editorial changes.
The Impact of the Proposal is	To ensure that COSA has representation from all areas of the University of Alberta.
Replaces/Revises (eg, policies, resolutions)	The current composition of the Council on Student Affairs (COSA).
Timeline/Implementation Date	To take effect upon final approval. The new members of COSA would begin their terms in September, 2011.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> : Learning, Discovery and Citizenship, Transformative Organization and Support
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA)</b>: The PSLA gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)).</p> <p>2. <b>GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee)</b>:</p> <p>“5. <b>Agendas of General Faculties Council</b> GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to</p>

	<p>refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”</p> <p>Further, the <b>GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee)</b> state: “2. <b>Routine Matters</b> - Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Discussion between the Office of the Dean of Students and the Faculties (Campus Saint-Jean and Augustana Faculty); Discussion at COSA meetings of September 23 and November 25, 2010
Approval Route (Governance) (including meeting dates)	Council on Student Affairs (November 25, 2010) – for recommendation; GFC Executive Committee (March 7, 2011) – for final approval
Final Approver	GFC Executive Committee

Attachments (each to be numbered 1 - <>)

- Attachment 1 (pages 1 – 3): Proposed Changes to the Terms of Reference for the Council on Student Affairs (COSA)

*Prepared by:* Norma Rodenburg, Student Affairs Officer, [norma.rodenburg@ualberta.ca](mailto:norma.rodenburg@ualberta.ca) (with assistance from University Governance)

**Recommended Changes to the  
Council on Student Affairs (COSA) Terms of Reference**

<p style="text-align: center;"><b>Current Policy Format</b> <i>(Delete struck-through text below)</i></p>	<p style="text-align: center;"><b>Proposed Policy Format</b> <i>(Add text as underlined below)</i></p>
<p style="text-align: center;"><b>COUNCIL ON STUDENT AFFAIRS TERMS OF REFERENCE</b></p> <p><b>Purpose</b> The aim of Council is the betterment of the quality of student life at the University of Alberta. To this end, it</p> <ul style="list-style-type: none"> <li>- focuses on-student life on campus, paying particular attention to the range and quality of student services programs in operation; (EXEC 06 NOV 2000) (GFC 27 NOV 2000)</li> <li>- on its own initiative or on referral by other agencies and individuals, acts as a forum for discussion of matters affecting the quality of student life; (EXEC 06 NOV 2000) (GFC 27 NOV 2000)</li> <li>- ensures communication and cooperation among all offices and organizations which provide services affecting students;(EXEC 06 NOV 2000) (GFC 27 NOV 2000)</li> <li>- upon the request of a sponsor or referral from GFC, considers program proposals which might affect or enhance the quality of student life, and provides appropriate advice to University administrators, student groups, and student governments; (EXEC 06 NOV 2000) (GFC 27 NOV 2000)</li> <li>- reports annually to GFC in <del>January</del> on its activities. (EXEC 06 NOV 2000) (GFC 27 NOV 2000)</li> </ul> <p><b>*Composition</b></p> <ul style="list-style-type: none"> <li>- In the Chair, the Provost and Vice-President (Academic) (or delegate)</li> <li>- As Vice-Chair, the Dean of Students</li> <li>- President, Students' Union</li> <li>- President, Graduate Students' Association</li> <li>- Chair, Recreation Action Committee (EXEC 10 JAN 2005)</li> </ul>	<p style="text-align: center;"><b>COUNCIL ON STUDENT AFFAIRS TERMS OF REFERENCE</b></p> <p><b>Purpose</b> The aim of Council is the betterment of the quality of student life at the University of Alberta. To this end, it</p> <ul style="list-style-type: none"> <li>- focuses on the range and quality of student services programs in operation; (EXEC 06 NOV 2000) (GFC 27 NOV 2000)</li> <li>- on its own initiative or on referral by other agencies and individuals, acts as a forum for discussion of matters affecting the quality of student life; (EXEC 06 NOV 2000) (GFC 27 NOV 2000)</li> <li>- ensures communication and cooperation among all offices and organizations which provide services affecting students;(EXEC 06 NOV 2000) (GFC 27 NOV 2000)</li> <li>- upon the request of a sponsor or referral from GFC, considers program proposals which might affect or enhance the quality of student life, and provides appropriate advice to University administrators, student groups, and student governments; (EXEC 06 NOV 2000) (GFC 27 NOV 2000)</li> <li>- reports annually to GFC in <u>September</u> on its activities. (EXEC 06 NOV 2000) (GFC 27 NOV 2000)</li> </ul> <p><b>*Composition</b></p> <ul style="list-style-type: none"> <li>- In the Chair, the Provost and Vice-President (Academic) (or delegate)</li> <li>- As Vice-Chair, the Dean of Students</li> <li>- <u>Student Affairs Officer</u></li> <li>- President, Students' Union</li> <li>- President, Graduate Students' Association</li> <li>- Chair, Recreation Action Committee (EXEC 10 JAN 2005)</li> <li>- President, Residence Halls Association</li> </ul>

- President, Residence Halls Association
- Representative, Inter-Fraternity Council (elected by IFC)
- Representative, Panhellenic Council (elected by Panhellenic Council)
- Representative, University Libraries
- Representative, University Student Services
- Representative, Office of the Registrar
- One Graduate Student (must be a member of GFC at the time of initial appointment)
- One Undergraduate Student (must be a member of GFC at the time of initial appointment)
  
- One Faculty Representative (elected from GFC)
- One International Student
- Manager, Students' Union Student Services (EXEC 10 JAN 2005)
- ~~Director~~, Student Group Services (EXEC 10 JAN 2005)

Positions may occasionally be added or deleted as deemed appropriate by Council.

~~All members are permitted to send delegates to meetings. Delegates are entitled to full voting privileges.~~

- ~~1. Definition of International Student~~ Any student attending the University of Alberta who is not a permanent resident and/or who is not a Canadian citizen.
- ~~2. A method for selection of an international student member~~ The appointment of the COSA International Student representative shall be made at the discretion of the University of Alberta International Centre.
- ~~3. The length of term that this member would serve on COSA~~ The COSA International Student representative shall be appointed for a one-year term.

**Annual Report**

The Council on Student Affairs (COSA) shall submit an annual report to General Faculties

- Representative, Inter-Fraternity Council (elected by IFC)
- Representative, Panhellenic Council (elected by Panhellenic Council)
- Representative, University Libraries
- Representative, University Student Services
- Representative, Office of the Registrar
- One Graduate Student (elected by GFC; must be a member of GFC at the time of initial appointment)
- One Undergraduate Student (elected by GFC; must be a member of GFC at the time of initial appointment)
- One Faculty Representative (elected from GFC)
- ~~\*\*One International Student~~
- Senior Manager, Students' Union Student Services (EXEC 10 JAN 2005)
- Manager, Student Group Services (EXEC 10 JAN 2005)
- One Student, Campus Saint-Jean
- One Student, Augustana Campus

Positions may occasionally be added or deleted as deemed appropriate by Council.

\*All members except those elected by GFC are permitted to send delegates to meetings. Delegates are entitled to full voting privileges.

\*\* Appointing an International Student:

1. International Student is defined as any student attending the University of Alberta who is not a permanent resident and/or who is not a Canadian citizen.
2. The appointment of the COSA International Student representative shall be made at the discretion of the University of Alberta International Centre.
3. The COSA International Student representative shall be appointed for a one-year term.

**Annual Report**

The Council on Student Affairs (COSA) shall submit an annual report to General Faculties

Council in January of each year detailing its major activities, decisions and topics of discussion during the previous twelve months. The annual report should also describe briefly any recommendations made to GFC during the past year and implementation thereof. It is recommended that matters requiring action by GFC be presented separately from the annual report. (GFC 09 FEB 1981)(EXEC 06 MAY 1996)(EXEC 09 DEC 1997)(GFC 30 MAR 1998)(EXEC 06 NOV 2000)(GFC 27 NOV 2000)(EXEC 17 JUN 2002)

Council in September of each year detailing its major activities, decisions and topics of discussion during the previous twelve months. The annual report should also describe briefly any recommendations made to GFC during the past year and implementation thereof. It is recommended that matters requiring action by GFC be presented separately from the annual report. (GFC 09 FEB 1981)(EXEC 06 MAY 1996)(EXEC 09 DEC 1997)(GFC 30 MAR 1998)(EXEC 06 NOV 2000)(GFC 27 NOV 2000)(EXEC 17 JUN 2002)