

# FSO Continuing Appointment Decisions and Procedures

## Resources:

- Faculty Service Officer Agreement – Articles 12 and 13 (<http://www.hrs.ualberta.ca/Agreements/Academic/>)
- FEC Reference Manual - Appendix A (<http://www.hrs.ualberta.ca/Policies/FECManual.pdf>)

**Deadline:** March 31 of each year

- Deans and Faculty Evaluation Committees (FEC) should review the provisions of Articles 12 and 13 of the FSO Agreement and Appendix A of the FEC Reference Manual prior to recommending a continuing appointment.
- FEC should schedule its meetings so that all decisions are reached by March 31.
- A template of the advice letter has been prepared by Academic Services (see below). It is recommended that only minor revisions be made to this template. Any personal content can be added as a new paragraph above the signature. Note: Please contact Academic Services if significant changes to the letter are being proposed.
- If the original appointment contract contained a condition pertaining to the continuation of the appointment and if that condition remains in effect for the continuing appointment, then the condition must be repeated in the advice letter (e.g. *continuation of appointment is contingent upon continued receipt of funding from AHFMR*).
- All letters should be copied to the Chair (if applicable), Supervisor (if applicable), and Academic Services.
- In the case of a decision by FEC to deny a continuing FSO appointment, the Dean (or FEC Chair) should contact Faculty Relations. The advice letter would then be prepared in consultation with the Dean and Faculty Relations/Academic Services.

## Template for Offering a Continuing Appointment - from the Dean

*This is to inform you officially that the Faculty of <xxx>'s Evaluation Committee has now considered your case and, in accordance with its decision, your appointment has been changed from a probationary appointment to a continuing appointment effective July 1, 20xx. Your appointment will continue to be governed by the Faculty Service Officer Agreement, as amended from time to time.*

*Cc Chair <if applicable>  
Supervisor <if applicable>  
Academic Services*