



The following Motions and Documents were considered by the Board Learning and Discovery Committee at its May 28, 2013 meeting:

Agenda Title: **Proposed Revisions to the UAPPOL Postdoctoral Fellows Policy**

APPROVED MOTION: THAT the Board Learning and Discovery Committee recommend that the Board of Governors approve the proposed changes to the UAPPOL Postdoctoral Fellows Policy, as set forth in Attachment 1, to take effect July 1, 2013.

Final Recommended Item: 5

Agenda Title: **Merger of Augustana Faculty's Department of Fine Arts and Department of Humanities**

APPROVED MOTION: Pending recommendation by General Faculties Council, THAT the Board Learning and Discovery Committee recommend that the Board of Governors approve the proposed merger of Augustana Faculty's Department of Fine Arts and Department of Humanities into a single Department of Fine Arts and Humanities, as submitted by the Dean of Augustana Faculty and as set forth in Attachment 1, to take effect July 1, 2013.

Final Recommended Item: 6

OUTLINE OF ISSUE

Agenda Title: **Proposed Revisions to the UAPPOL Postdoctoral Fellows Policy**

Motion: THAT the Board Learning and Discovery Committee recommend that the Board of Governors approve the proposed changes to the UAPPOL Postdoctoral Fellows Policy, as set forth in Attachment 1, to take effect July 1, 2013.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Office of the Vice-President (Research)
Presenter	Dr Ingrid Johnston, Associate Vice-President (Research)
Subject	Proposed Revisions to the Postdoctoral Fellows Policy

Details

Responsibility	Postdoctoral Fellows Office
The Purpose of the Proposal is (please be specific)	To revise the current UAPPOL Postdoctoral Fellows Policy to reflect current realities specifically related to length of appointment
Replaces/Revises (eg, policies, resolutions)	Current UAPPOL Postdoctoral Fellows Policy
Timeline/Implementation Date	1 July 2013
Estimated Cost	n/a
Sources of Funding	n/a
Notes	<p>The current Postdoctoral Fellows Policy allows appointments of three years with an extension to a maximum of five years, and in practice this time period is proving too short for several reasons:</p> <ul style="list-style-type: none"> • The complexity of today's science and the frequent requests for two sequential postdoctoral appointments • The global nature of postdoctoral training whereby the first postdoctoral position may have occurred in a foreign language and at a foreign university • The requirements for both academic as well as entrepreneurial and leadership training within the time allocated to postdoctoral training <p>The significant change proposed for the Postdoctoral Fellows Policy is in section 1b, making the five-year appointment the standard length for a postdoctoral fellow.</p> <p>The other proposed changes in the policy are considered editorial in nature and are suggested for clarification.</p> <p>If the proposed revisions to the Postdoctoral Fellows Policy are approved by the Board, they will apply to all PDFs appointment on or after 1 July 2013.</p> <p>Proposed changes to the Postdoctoral Fellows Appointment Procedure are attached for the information of BLDC. Consultation on the procedure is nearly complete, and it will be signed off by the Vice-President (Research) following approval of the proposed changes to the UAPPOL Postdoctoral Fellows Policy.</p>

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p>Dare to Discover; Dare to Deliver; Comprehensive Institutional Plan</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. Post-Secondary Learning Act (PSLA): The <i>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)). Subject to the authority of the Board of Governors, the General Faculties Council has responsibility over “academic affairs” (Section 26(1)) and can “make recommendations to the board with</p> <ol style="list-style-type: none"> 1. respect to affiliation with other institutions” (Section 26(1)(o)). [...] <p>2. Board Learning and Discovery Committee Mandate: “Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the <i>Post-Secondary Learning Act</i>, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.”</p> <p>Without limiting the generality of the foregoing the Committee shall:</p> <ol style="list-style-type: none"> b. review, provide feedback and approve teaching and research policies; j. ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University; <p>[...].</p>

Routing (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Staff in University Governance were consulted concerning the recommended route for consultation about and approval of the proposed changes to the Policy.</p> <p>Gwen Bauer, Manager of the Policy Standards Office, reviewed and signed off on the development plan for the proposed changes.</p> <p>The University Research Policy Committee (URPC), comprised of Associate Deans (Research) from all faculties, reviewed the proposed changes to the policy on 26 April and expressed support for them.</p> <p>Gwen Bauer sent the proposed to the Policy and the Postdoctoral Fellows Appointment Procedure to the AASUA for comment on 22 April.</p> <p>The Postdoctoral Fellows Association reviewed the proposed changes to the policy on 29 April and was supportive of them.</p>
---	--

Item No. 5

	The University Research Administration Committee (URAC), comprised of the Research Facilitators and administrative staff in RSO, REO, Financial Services, Human Resource Services, and Supply Management Services, reviewed the proposed changes to the policy on 3 May and expressed support for them.
Approval Route (Governance) (including meeting dates)	Board Learning and Discovery Committee - 28 May 2013 (for recommendation) Board of Governors – 21 June 2013 (for approval)
Final Approver	Board of Governors

Attachments:

1. Current UAPPOL Postdoctoral Fellows Policy with proposed changes indicated by “tracking” - **For Approval** (3 pages)
2. Current UAPPOL Postdoctoral Fellows Appointment Procedure with proposed changes indicated by “tracking” - **For information** (6 pages)

Prepared by: Janna Isabelle, Coordinator, PDF Office; janna.isabelle@ualberta.ca
Katharine Moore, Office of the Vice-President (Research); katharine.moore@ualberta.ca

U of A Policies and Procedures On-Line (UAPPOL)

Original Approval Date: May 12, 2006

Most Recent Approval Date: December 9, 2011

Postdoctoral Fellows Policy

Office of Accountability:	Office of the Vice-President (Research) and Office of the Provost and Vice-President (Academic)
Office of Administrative Responsibility:	Postdoctoral Fellows Office
Approver:	Board of Governors
Scope:	Compliance with University policy extends to all members of the University community.

Overview

Postdoctoral Fellows (PDFs) are valued members of the University community and make an indispensable contribution to ~~the-its~~ research environment ~~of the University~~. PDFs are appointed as part of the academic activities of the University of Alberta.

Purpose

To state the University's position on PDFs.

POLICY

1. ~~At the~~The University of Alberta, ~~considers~~ PDFs ~~are considered~~ trainees rather than employees ~~by the University~~. As such,
 - a. initial appointments must occur within five years from the completion of a doctoral degree or 10 years from the completion of a MD, DDS or equivalent. These time limits may only be extended by the Vice-President (Research) or designate, due to circumstances requiring an interruption in the PDF's research career ~~(eg medical necessity or parental responsibilities)~~.
 - b. appointments are for a limited period of time, from a minimum of three months to a maximum of ~~three-five~~ years, ~~with the possibility of renewal to a maximum total time as a PDF of five years (including previous PDF appointments)~~. This time limit may only be extended by the Vice-President (Research) or designate due to circumstances requiring an interruption in the PDF's research career. For those not holding permanent resident status, extension of the appointment will be subject to immigration approval.
 - c. PDFs train under the general supervision of a **faculty member(s)**, as a member of a research group or as an individual researcher, and may assist with the supervision of graduate students.
 - d. PDFs may apply in open competition for a faculty position.
 - e. with the prior agreement of the supervising faculty member(s), PDFs may undertake teaching responsibilities up to a maximum of one full course per term.
 - f. PDFs may be issued time-limited work permits for positions ~~granting-offering~~ a stipend or salary. They are exempt from advance approval from Service Canada under confirmation exemption code C44 of the Citizenship and Immigration Canada's *FW1 Foreign Worker Manual* ~~(pages 22, 23, 43 and 44)~~.
2. Individual faculty members or a group of faculty in consultation with the **unit head** may invite a PDF to join them as a trainee in a collegial relationship. The faculty member(s)

- a. is responsible for sending out the appointment letter to the PDF, which stipulates the terms and conditions of the appointment.
 - b. is responsible for the determination of the nature and scope of the scholastic and research activities and for supervision and feedback with respect to those activities.
 - c. and the department unit head are responsible for ensuring that there is sufficient office and/or laboratory space for PDFs.
 - d. will provide an environment wherein other applicable skills and/or knowledge may be acquired by the PDF (e.g. career planning, teaching experience, team/collaborative research, and specific career skills, which may include writing grant applications, critiquing papers and proposals, managing a laboratory, mentoring students, communication with non-specialists, and multi-disciplinary research).
 - e. is responsible, with the PDF, for developing at the start of the appointment period a clear understanding of rights and obligations under the policies and procedures on research, patents, conflict of interest, fraud and any other relevant issues.
 - f. will ensure that PDFs are appropriately recognized for their contributions in research outcomes, including publications, ~~and~~ patents, teaching and service to the University.
 - g. will provide whatever resources are required to support the collaborative research activities.
 - h. All shall ensure that all PDFs and their eligible dependents must beare enrolled in the University Postdoc Supplemental Health Insurance Plan, unless their spouse/partner has comparable coverage.
3. All PDFs, both on and off campus, must be registered and administered through the **PDF Office**, regardless of whether the funding comes directly from the **funding agency** or through the University.
4. PDFs must
- a. comply with all University and applicable funding agency policies and procedures.
 - b. comply with the provincial and federal legislation and any **professional codes of ethics** governing the practice of their discipline.
 - c. be responsible as a precondition to contact a Canadian embassy, consulate or visa office abroad to arrange an appropriate work permit and, if required, a temporary resident visa and/or medical examination if they are neither Canadian citizens nor permanent residents.
5. **Disputes** involving PDFs and another member of the University community shall be resolved in accordance with the *Postdoctoral Fellows Dispute Resolutions Procedure*.
6. A formal complaint against a PDF shall be addressed-handled according to the *Postdoctoral Fellows Discipline Procedure*. Nothing shall prevent the University from referring an individual matter to the appropriate law enforcement agency or professional body should such action be considered necessary.
7. PDFs may receive a Certificate of Postdoctoral Study/Training recognizing completion of their appointment. The certificate is not an academic credential.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲Top	
Postdoctoral Fellows (PDFs)	Individuals who are appointed as research trainees normally within five years from the completion of a doctoral degree or 10 years from the completion of a MD, DDS or equivalent.
Faculty Member	University faculty member who has been designated to oversee the activities associated with the scholastic opportunity of the PDF.

Unit Head	Applies to Chair of a Department, Dean of a non-departmentalized faculty, Director of an Institute.
Postdoctoral Fellows (PDF) Office	The office that has been designated to register the PDFs at the University and to provide formal administrative services.
Funding Agency	Either the University or another institution or agency that provides the funding to the PDF.
Professional Codes of Ethics	All provincial and federal Codes of Ethics or Codes of Conduct governing the relevant profession and the practice of its discipline.
Dispute	A serious disagreement between a PDF and another member of the University community regarding matters other than the violation of University policy and procedures.
Discipline	Administrative consequences for dealing with a formal complaint brought against a PDF who has violated University policies or procedures.

FORMS

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

[Postdoctoral Fellows' Letter of Offer](#) (University of Alberta)

[Request for Certificate of Completion Form](#) (University of Alberta)

RELATED LINKS

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

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

[FW1 Foreign Worker Manual](#), Confirmation Exemption Code C44 [[pages 22, 23, 43 and 44](#)] ([Citizenship and Immigration Government of Canada](#))

[Fraud and Irregularity Policy](#) (UAPPOL)

[Immigration and Refugee Protection Act](#) [regulations 124(1)(c), 124(2), 125, 126, 127(a) and (b), 128(a) and (b)] ([Department of Justice Government of Canada](#))

[Patent Policy](#) (UAPPOL)

[Postdoctoral Fellows Office](#) (University of Alberta)

[Research Policy](#) (UAPPOL)

PUBLISHED PROCEDURES OF THIS POLICY

[Postdoctoral Fellows Appointment Procedure](#)

[Postdoctoral Fellows Discipline Procedure](#)

[Postdoctoral Fellows Dispute Resolution Procedure](#)

U of A Policies and Procedures On-Line (UAPPOL)

Original Approval Date: May 12, 2006

Most Recent Editorial Date: November 14, 2011

Parent Policy: [Postdoctoral Fellows Policy](#)

Postdoctoral Fellows Appointment Procedure

Office of Administrative Responsibility:	Postdoctoral Fellows Office
Approver:	Vice-President (Research)
Scope:	Compliance with University procedure extends to all members of the University community.

Purpose

To describe appointment procedures for **Postdoctoral Fellows** (PDFs).

PROCEDURE

1. RECRUITMENT

PDFs are not employees of the University. Despite that, when recruiting PDFs, **faculty members** must adhere to relevant legislation, such as the *Human Rights, Citizenship and Multiculturalism Act*. Information on human rights legislation is available from the Office of Safe Disclosure & Human Rights. Faculty ~~Members~~ **members** will consider the University's employment equity goals when recruiting PDFs. Citizenship and Immigration Canada (CIC) states that PDFs are exempt from employment confirmation (ie, Canadians/Permanent Residents are to be given priority).

Recruitment for such appointments varies; it can take place through recommendation by a faculty member at another university, through networking at conferences, ~~by the~~ awarding of a fellowship ~~through by~~ a **funding agency**, or by advertising in appropriate journals or newspapers.

~~For PDFs in the sciences, the customary pattern is to seek to broaden research expertise under the guidance of an established researcher. For those in the humanities, the customary pattern is to embark on a new research project with guidance from and in consultation with an experienced faculty member(s).~~ In all disciplines, an important objective **for the PDF** is to strengthen the publication record, curriculum vitae (cv), and where appropriate teaching dossier, thereby building a reputation and enhancing the chances of securing a more permanent faculty or research position. The pattern by which the PDF's work is done will vary by discipline.

2. SELECTION

Most often, a faculty member who has funding to support a PDF will conduct the selection process personally, or with other faculty members if there is joint funding for the position, using phone calls, e-mail, faxes, letters of reference, recommendations, and copies of research papers to assist in the decision process.

Killam **and Notley** fellowships are awarded ~~by through~~ an adjudication process established by the University; fellowships funded by external agencies are awarded ~~by through~~ an adjudication process established by each external agency.

3. APPOINTMENT

a. Offer Letter

The letter inviting the individual to come to the University must be signed by the faculty member(s) and **unit head**. By signing the letter the unit head accepts the PDF into the department.

The letter of invitation is to specify:

- i. The term of appointment as a PDF (if appointing for an initial three years, the contract should contain a condition of review after one year and subsequent continuation dependent upon a satisfactory performance review)
- ii. Name of supervising faculty member(s) and unit head
- iii. That it is not an employment contract but rather that the PDF will be classified as a trainee at the University
- iv. ~~Funding agency(s)~~ Source of funding
- v. Stipend arrangements including capability of providing scale and/or increment adjustments
- vi. Benefit arrangements
- vii. Nature of the research to be undertaken
- viii. Leave with pay arrangements
- ix. Teaching duties, if assigned, to a maximum load of one full course per term
- x. Office location
- xi. Any special conditions, eg, subject to immigration approval (if applicable)

The PDF signs ~~this the offer~~ letter ~~of invitation~~ to indicate acceptance and returns it to the faculty member. The ~~Faculty faculty Member member~~ forwards an original copy of the acceptance to the **Postdoctoral Fellows (PDF) Office**; the new PDF will then be sent a welcome package by the PDF Office.

4. DOCUMENTATION

For an individual to be registered as a PDF at the University, all appropriate documentation is to be completed and submitted to the PDF Office (*ie*, offer letter, registration form, cv, degree certificate, appointment form, and if appropriate, a work permit).

5. IMMIGRATION

PDFs who are neither Canadian Citizens nor permanent residents may be issued time-limited work permits for positions granting offering a stipend or salary. They are exempt from advance approval from Service Canada under confirmation exemption code C44 of the Citizenship and Immigration's FW1 *Foreign Worker Manual* (pages 22, 23, 43 and 44).

Failure to obtain proper authorization from Citizenship and Immigration Canada automatically cancels the PDF's appointment without further recourse. See, *Immigration and Refugee Protection Act*, [regulations 124(1)(c), 124(2), 125, 126, 127(a) and (b), 128(a) and (b)].

PDFs cannot legally be moved to positions as Research Associates without prior advertising of the position, prior approval by Service Canada, and, the issuing of a new work permit. See, *Immigration and Refugee Protection Act*, [regulations 124(1)(c), 124(2), 125, 126, 127(a) and (b), 128(a) and (b)].

6. ORIENTATION

- a. The PDF Office will host regular orientations to the University.
- b. Orientation to the Department/Faculty

The faculty member and the unit are responsible for specific orientation of PDFs to the University department or faculty. Departmental or faculty administrators prepare written materials about services, procedures and standards in the department and faculty, as well as useful contacts at the University.

The faculty member is responsible for orientation of the research location, and for providing information about performance expectations, expectation of research effort, safety procedures and ethical/scholarly integrity issues.

7. SUPERVISOR LEAVES

It is the responsibility of supervisors to make adequate provisions for supervision of their PDFs during their leave. Therefore, academic members who intend to take a leave (exceeding two months) during a period in which they have PDFs under their supervision shall submit to their department and the PDFs involved a written statement describing the arrangements which have been made to provide satisfactory supervision during the period of the leave.

7.8. STIPEND

Stipend ranges for PDFs are governed by the regulations of the funding agency. For current information on stipends contact the PDF Office. Where no specific stipend is mandated, the PDF's stipend is based on his/her relevant experience and responsibilities. PDF stipends can come from various sources, including fellowships, supervisor research grants, and/or department operating funds.

In cases where there are no specific guidelines from a funder, the University of Alberta requires that PDFs receive a minimum stipend of at least 1.5 times the current PhD level (36 hours per week) award and minimum salary rates for TAP A trust-funded appointments. These rates are negotiated annually between the Graduate Students' Association and the Governors of the University of Alberta and can be found in the Regulations Governing Academic Employment of Graduate Students.

Total stipend may exceed the regulated maximum of a single funding agency provided that other sources of funding are used available.

The ability to provide scale and increment adjustments will be determined by the faculty member upon consideration of the available funding source(s) and the PDF's experience and responsibilities.

8.9. BENEFITS

All PDFs and their eligible dependents must be enrolled in the University benefits plan, unless their spouse/partner has comparable coverage. The benefits are paid by the faculty member, except in the case of disciplines where the PDF is not training directly with a faculty member. For example, if the PDF does not co-publish with the faculty member or whose research is not connected with the faculty member's; the faculty member is simply serving in a supervisory capacity. In such circumstances, benefits will be covered by the home department or Faculty faculty of the PDF or the Killam Trust Fund. The benefits are effective the first day of the month following the appointment date (eg if appointed January 1, benefits become effective February 1).

9.10. RENEWAL

A PDF's appointment will automatically cease at the end of the term of appointment. In some instances an appointment may be renewable; provided that the PDF still falls within the definition of a PDF and that the renewal would not normally exceed the total time limit of five years.

The PDF must receive a renewal letter outlining the terms of the renewal and it must be signed by the faculty member(s) and unit head. The PDF signs this renewal letter to indicate acceptance and returns it to the faculty member. The faculty member forwards a copy of the acceptance to the PDF Office.

4011. TEACHING

Some PDFs have expressed an interest in obtaining teaching experience. PDFs should discuss with the faculty member their desire to participate in the teaching activities of the department. In cases of formal assignment of teaching duties the maximum load is one full course per term (3 course weights). For teaching assignments, PDFs will be appointed as temporary academic staff under the appropriate employment terms and be considered an employee of the University. The salary for the teaching activities will be drawn from the department operating funds and will be subject to withholding by the University for Canada Pension Plan and Employment Insurance.

Faculty members should determine in advance of making any teaching appointment arrangements if there are any funding agency restrictions to whether teaching can be assigned to a particular PDF.

PDFs may be involved in undergraduate and graduate lecturing, laboratory instruction, tutorials, supervision of undergraduate projects, and assistance with the supervision of graduate students.

~~PDFs should discuss with the faculty member their desire to participate in the teaching activities of the department. In cases of formal assignment of teaching duties the maximum load is one full course per term (3 course weights). For teaching assignments, PDFs will be appointed as temporary academic staff under the appropriate employment terms and be considered an employee of the University. The salary for the teaching activities will be drawn from the department operating funds and will be subject to withholding by the University for Canada Pension Plan and Employment Insurance.~~

4412. PRIVILEGES

PDFs are eligible for a University ONEcard (funded by the supervisor and/or supervising department/faculty), which provides full library privileges and access to a campus computing ID and password. PDFs may also apply and pay for the following:

- a. a privilege card for use of the physical education and recreation facilities
- b. membership in the Faculty Club
- c. a parking permit
- d. access to the University Health Centre

123. LEARNING AND DEVELOPMENT

Some PDFs may wish to further their professional development experience. A self-directed Professional Development Program for PDFs is available. For details contact the Postdoctoral Fellows Office.

It is important that Faculty Members provide PDFs the opportunity to attend workshops and presentations to enhance their career development.

DEFINITIONS

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

Postdoctoral Fellows (PDFs)	Individuals who are appointed as research trainees normally within five years from the completion of a doctoral degree or 10 years from the completion of a MD, DDS or equivalent.
------------------------------------	--

Faculty Member	University faculty member who has been designated to oversee the activities associated with the scholastic opportunity of the PDF.
Funding Agency	Either the University or another institution or agency that provides the funding to the PDF.
Unit Head	Applies to Chair of a Department, Dean of a non-departmentalized faculty, Director of an Institute
PDF Office	The office that has been designated to register the PDFs at the University and to provide formal administrative services.

FORMS

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

[Postdoctoral Fellows' Letter of Offer](#) (University of Alberta)

[Postdoctoral Fellows' Renewal Letter](#) (University of Alberta)

RELATED LINKS

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

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

[Fraud and Irregularity Policy](#) (UAPPOL)

[FW1 Foreign Worker Manual](#), Confirmation Exemption Code C44 [~~pages 22, 23, 43 and 44~~] (Government of Canada)

[Human Rights, Citizenship and Multiculturalism Act](#) (Government of Alberta)

[Immigration and Refugee Protection Act](#) [regulations 124(1)(c), 124(2), 125, 126, 127(a) and (b), 128(a) and (b)] (~~Department of Justice~~[Government of Canada](#))

[Office of Safe Disclosure and Human Rights](#) (University of Alberta)

[Patent Policy](#) (UAPPOL)

[Postdoctoral Fellows Office](#) (University of Alberta)

[Regulations Governing Academic Employment of Graduate Students](#) (University of Alberta)

~~[Renewal Letter](#) (University of Alberta)~~

[Research Policy](#) (UAPPOL)

[Supplemental Health Care](#) (University of Alberta)

OUTLINE OF ISSUE

Agenda Title: **Merger of Augustana Faculty’s Department of Fine Arts and Department of Humanities**

Motion: Pending recommendation by General Faculties Council, THAT the Board Learning and Discovery Committee recommend that the Board of Governors approve the proposed merger of Augustana Faculty’s Department of Fine Arts and Department of Humanities into a single Department of Fine Arts and Humanities, as submitted by the Dean of Augustana Faculty and as set forth in Attachment 1, to take effect July 1, 2013.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Allen Berger, Dean, Augustana Faculty
Presenters	Colleen Skidmore, Vice-Provost (Academic)
Subject	Proposed Department Merger at Augustana Faculty

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To create administrative efficiencies and reduced expenditures and help facilitate improved faculty communication and new collaborations in teaching and research.
The Impact of the Proposal is	Budgetary savings of one Department Chair stipend, course releases, and administrative leave.
Replaces/Revises (eg, policies, resolutions)	The existing Department of Fine Arts and the Department of Humanities at Augustana Faculty.
Timeline/Implementation Date	Effective July 1, 2013 (to be in place before the start of the 2013-2014 academic year).
Estimated Cost	As set out in the attached ‘Memorandum’.
Sources of Funding	N/A
Notes	Any course changes that result from this merger of Departments at Augustana Faculty will be considered for approval in the standard manner (ie, formal consideration by the GFC Executive Committee and/or circulation by means of the GFC-mandated processes for formal approval of University Calendar changes).

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i> ; University of Alberta <i>Comprehensive Institutional Plan (CIP)</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. Post-Secondary Learning Act (PSLA) Section 26(1) states: “ Powers of general faculties council 26(1) 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 [...] (l) recommend to the board [of governors] the establishment of faculties, schools, departments, chairs and programs of study in the university in any subject that the general faculties council thinks fit; [...] (o) make recommendations to the board with respect to [...] academic planning, campus planning [...] and any other matters

considered by the general faculties council to be of interest to the university[.] [...]"

In **Section 19 (Board to consider recommendations)** of the *PSLA*, it states: "A board must consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for [...]"

(e) the establishment of faculties, schools, departments, chairs programs of study and any other activities the board considers necessary or advantageous."

2. GFC Academic Planning Committee (APC) Terms of Reference/3. Mandate of the Committee:

"The Academic Planning Committee (APC) is GFC's senior committee dealing with academic, financial and planning issues. As such, it is not only responsible to GFC (or the Board) for the specific matters itemized below, but may also ask to consider or recommend to GFC on any academic issue, including 1) those issues under the purview of other GFC committees, 2) any academic issue related to restructuring, 3) any research-related issue, or 4) issues linked to academic service units where those issues have a significant academic impact. In like manner, the President, Provost and Vice-President (Academic) or other Vice-Presidents may refer any matter to APC for consideration or recommendation to GFC. APC is also responsible to GFC for promoting an optimal learning environment for students and excellence in teaching, research, and graduate studies. (GFC 29 SEP 2003)

APC is responsible for making recommendations to GFC and/or to the Board of Governors concerning policy matters and action matters with respect to the following:

[...]

1. Units

a. Subject to Article 32 of the Faculty Agreement, to recommend to GFC on the establishment and termination of Faculties, Departments, Schools and divisions, and on mergers involving Faculties, Departments or Schools. (Divisions are defined as academic units with authority over student programs. They may be budgetary units and may or may not be part of an existing Department.)

With respect to any proposal to terminate, merge or reorganize a Faculty, Department or School, the Provost and Vice-President (Academic) will ensure that before a proposal is placed before APC, the Dean(s) is notified, provided with supporting documentation, and is given a reasonable amount of time to take the matter to the Faculty Council(s). [...]"

(Note: In the case of the attached proposal, it should be noted that this is a Faculty-driven initiative in the first instance.)

	<p>2. Board Learning and Discovery Committee (BLDC) Terms of Reference</p> <p>“3. <u>MANDATE OF THE COMMITTEE:</u></p> <p>Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the Post-Secondary Learning Act, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board. [...]</p> <p>3. <u>LIMITATIONS ON DELEGATION BY THE BOARD</u></p> <p>This 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 style="padding-left: 40px;">a. the establishment, continuation, reorganization or abolition of faculties, schools and departments[.] [...]”</p>
--	--

Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Augustana Faculty Department of Fine Arts and Department of Humanities (March, 2013); Office of the Registrar; Office of the Provost and Vice-President (Academic)
Approval Route (Governance) (including meeting dates)	Augustana Faculty Council (April 8, 2013) – for recommendation; GFC Academic Planning Committee (May 22, 2013) – for recommendation to General Faculties Council (GFC); Board Learning and Discovery Committee (May 28, 2013) – for recommendation to the Board (pending GFC’s recommendation); General Faculties Council (June 3, 2013) – for recommendation; Board of Governors (June 21, 2013) – for final approval
Final Approver	Board of Governors

Attachment:

1. Memorandum of Agreement Regarding Merger of Augustana Faculty’s Departments of Fine Arts and Humanities and Support Letters (4 pages)

Prepared by: Sarah Ross, Executive Assistant to the Vice-Dean, Augustana Campus, ross3@ualberta.ca

Memorandum of Agreement

Department Merger

University of Alberta, Augustana Campus Departments of Fine Arts and Humanities

On the 8th April 2013, the Faculty Council of Augustana Campus approved the following motion:

THAT the Faculty Council approve the merger of the Department of Humanities and the Department of Fine Arts effective 1 July 2013, to create a single Department of Fine Arts and Humanities.

The purpose of this motion is the reorganization of two small Departments, and their integration into a single Department within Augustana. It is not to achieve any staff reduction or program cuts for students.

The motion has been discussed within the Departments of Fine Arts and Humanities and has been supported by the continuing academic staff in both departments.

Augustana Faculty Council recommends this proposed reorganization to the Provost and the General Faculties Council. Details of the background, rationale and action plan are listed below.

Background

This motion is the result of consultations with staff in Fine Arts, Humanities and other affected stakeholders. The reasons are given below:

1. The merger of the two departments will result in annual budgetary savings of approximately \$39K (calculated on the basis of anticipated savings from a chair stipend, course releases, and administrative leave).
2. The current Departments of Fine Arts and Humanities are significantly smaller than Augustana's other two academic departments, the Department of Social Sciences and the Department of Science.
3. The merger will reduce the committee workload that must be borne by the faculty in the two departments.
4. In addition to creating administrative efficiencies and reduced expenditures, a merger will help facilitate improved faculty communication and new collaborations in teaching and research.
5. The proposal does have an impact on the Office of the Registrar, specifically with regard to the need to recode courses. Both Jonathan Hawkins, Assistant Registrar at Augustana, and Gerry Kendal, Registrar, have been consulted.

Action Plan

1. This merger is not being advanced for the purpose of producing staffing reductions. We do currently have a part-time administrative secretary in Fine Arts who is on approved leave. For the time being, that work is being redistributed.
2. The merger is also not being advanced for the purpose of reducing program or course options for students.
3. The Department of Humanities and the Department of Fine Arts will cease to exist as separate academic units as of 1 July 2013.
4. Following consultation with both departments, the Dean will consult with the Acting Provost regarding the appointment of Kim Misfeldt, current Chair of Humanities, to serve out the remainder of her term as Chair of the new merged department.
5. In addition to the Chair role, a separate position of Director of Music will be created, with specific duties and terms to be finalized through consultation involving the music faculty, the two current Chairs, and the Dean.
6. The specific duties of the administrative assistants currently assigned to the Department of Humanities and the Department of Fine Arts may be modestly adjusted by the Chair of the merged department to create equity, efficiencies and opportunities for cross training.

[Submitted by Allen Berger, Dean, Augustana Faculty, April, 2013]

8406, rue Marie-Anne-Gaboury (91 St)
Edmonton, Alberta, Canada T6C 4G9
Tel: 780.465.8700
Fax: 780.465.8760
www.csj.ualberta.ca

By email: allen.berger@ualberta.ca

May 6, 2013

Dr. Allen Berger, Dean
Augustana Campus
University of Alberta
2-062 Augustana Forum
Camrose, AB T4V 2R3

Dear Allen:

I am pleased to lend CSJ's support to the requested merger of Augustana's Department of Humanities and the Department of Fine Arts to create a single Department of Fine Arts and Humanities. The arguments presented in your proposal are compelling and I will speak to the issue at Wednesday's APC meeting.

We are contemplating a similar merger of two "Arts" sectors at Saint-Jean. Administrative efficiencies, a reduction in committee workload for faculty, and budget savings all figure in the rationale for this initiative as they do in yours.

Best wishes,



Ed Blackburn
Acting Dean

cc: Garry Bodnar, Director of GFC Services, University Governance

6-33 Humanities Centre
Edmonton, Alberta, Canada T6G 2E5
Tel: 780.492.ARTS
Fax: 780.492.7251
www.arts.ualberta.ca

May 6, 2013

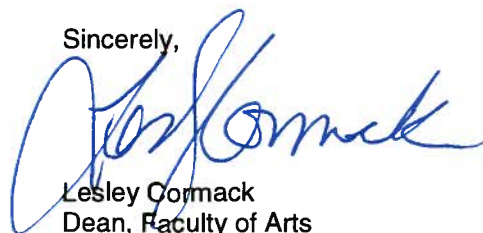
Allen Berger,
Dean, Augustana Campus
2-062 Augustana Forum
Camrose, AB T4V 2R3

Dear Allen,

I am writing to support the proposed merger of the Departments of Fine Arts and Humanities in Augustana Faculty. This merger makes administrative sense and should have the added benefit of academic and pedagogical connections among disciplines in these two areas.

There are no issues of concern from the point of view of the Faculty of Arts. We expect to continue our strong intellectual connections with the faculty and programs of these two departments when they merge into one.

Sincerely,



Lesley Cormack
Dean, Faculty of Arts
Professor of History
6-33 Humanities Centre
University of Alberta
Edmonton, AB T6G 2E5
ph: 780-492-4223 Fax: 780-492-7251
artsdean@ualberta.ca

cc: Garry Bodnar, Director of GFC Services