

# Trust/Research Academic Staff Agreement

## Recruiting and Appointing

Department/Faculty Contacts

### Professional Expense Reimbursement (PER)

Prior to providing the Professional Expense Reimbursement (PER) to trust academics, ensure that it is an eligible expense with the granting agency.

### Appointments Excluded from the Agreement

Appointments which are 14 hours per week or less and/or less than four months are excluded from the Trust/Research Academic Staff Agreement and should be appointed as Academic Term Excluded.

#### Resources:

- [Trust/Research Academic Staff Agreement](#)
- [Summary of Benefits Costs](#)
- [Benefits at a Glance](#)

Step 1: Download and complete the Trust/Research Academic Position Description from [www.hrs.ualberta.ca/HiringandManaging/JobDesign/Trust.aspx](http://www.hrs.ualberta.ca/HiringandManaging/JobDesign/Trust.aspx).

Step 2: Scan and email the signed position description to [hrjod@ualberta.ca](mailto:hrjod@ualberta.ca). When the position has been evaluated, Job and Organizational Design will email you the evaluation, which will include a position number.

Step 3: Advertise Position through Recruitment Services

If you are recruiting within Canada, it is *recommended* that you advertise on the UofA Careers website for five days.

If foreign nationals are to be considered within the competition, you must advertise in CAUT and University Affairs for a minimum of 30 days.

Step 4: Appointment Contract

Download the [Trust/Research Academic appointment letter](#).

Refer to the Tip Sheet on [Completing Trust Appointment Letter](#). If the candidate is a foreign national/non-Canadian see Step 5.

Step 5: If a foreign national accepts the offer of employment, download and complete a Foreign Worker Application Labour Market Impact Assessment (LMIA) form and a Foreign Academic Recruitment Summary form. The forms and a tip sheet can be found at <http://hrs.ualberta.ca/HiringandManaging/Immigration/LMIA.aspx>. For assistance with completing these forms contact an Immigration Officer at [immigration.services@ualberta.ca](mailto:immigration.services@ualberta.ca)

Step 7: Complete an eForm (preferred) or download and complete an [Academic Pay Action form](#).

Step 8: Include a copy of the signed appointment letter and a copy of any immigration/citizenship documents (if applicable), either as attachments to the eForm or included with the paper PAF sent to [employmentservices@ualberta.ca](mailto:employmentservices@ualberta.ca). The position number provided by Job and Organization Design must be included in the submission.