



# ACADEMIC STAFF – APPLICATION FOR SECONDMENT/EXCHANGE AGREEMENT

Type of Secondment:

Internal      External (Faculty/Institution being seconded to): \_\_\_\_\_

Name of Academic: \_\_\_\_\_

UCID: \_\_\_\_\_

Department: \_\_\_\_\_ Faculty: \_\_\_\_\_

Rank: \_\_\_\_\_

Appointment Status:

With Tenure      Tenure-track      Limited Term      Contingent Term

% of Time Seconded: \_\_\_\_\_

Expected Secondment Effective Date: \_\_\_\_\_

Expected Secondment End Date: \_\_\_\_\_

## DETAILS OF REQUESTED SECONDMENT/EXCHANGE AGREEMENT

## DETAILS OF ARRANGEMENTS MADE TO COVER UNIVERSITY DUTIES AND RESPONSIBILITIES DURING SECONDMENT/EXCHANGE AGREEMENT PERIOD (see note page 2)

Graduate Students?      No      Yes – attach *Proposed Arrangements for Graduate Student Supervision* form [CLICK HERE](#)

Contract Research?      No      Yes – attach *Arrangements for Contract Research* form [CLICK HERE](#)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant)

Name of Applicant: \_\_\_\_\_

**PRIMARY HEAD'S ASSESSMENT AND RECOMMENDATION TO THE DEAN**

Signature:

Date:

**PRIMARY DEAN'S ASSESSMENT AND RECOMMENDATION TO THE PROVOST AND VICE PRESIDENT (ACADEMIC)**

Signature:

Date:

**SECONDING DEAN'S ASSESSMENT AND RECOMMENDATION**

Signature:

Date:

**Forward to Human Resources via email to [hrcontracts@ucalgary.ca](mailto:hrcontracts@ucalgary.ca)**

**Attach any details of the secondment including any corresponding administrative appointment details**

**PROVOST AND VICE PRESIDENT (ACADEMIC) ASSESSMENT AND ACTION**

Signature:

Date:

Must include detailed justification and an outline of the proposed arrangements regarding graduate student and contract research supervision. They must be approved by the Head and Dean prior to being forwarded to Human Resources for the Provost and Vice-President (Academic) to approve.

**Leaving the country?**

[CLICK HERE](#) to obtain more information about 'Out-of-Country' coverage. If you need proof of coverage, please contact the Integrated Service Centre (ISC) at [hr@ucalgary.ca](mailto:hr@ucalgary.ca) or call (403) 220-8800.

**Travelling out of country on business?**

[CLICK HERE](#) to complete the University of Calgary International Traveller Registration Form.