

Personal Information

Empl ID:if known _____

Prefix: _____ First Name: _____ Middle Name(s): _____ Last Name: _____

Address: _____ City: _____ Postal/Zip Code: _____

Prov/State: _____ Country: _____

Country of Birth: _____ Date of Birth: _____

Status in Canada: ☐ Canadian ☐ Permanent Resident ☐ Work Permit ☐ Study Permit

Personal Email: _____

Supporting Documentation:

☐ a) ☐ b) ☐ c) ☐ d) ☐ e) ☐ f) ☐ g) - See notes on reverse.

Details of Assignment

Student: ☐ No ☐ Yes

Appointment Type:

☐ Sessional ☐ Faculty Professor ☐ Retired Short Term ☐ Visiting Professor

Period of Appointment:

From: _____ To: _____

Faculty: _____ Department: _____

Rank: _____

Total Half-Course Equivalents(HCE): _____ STEP/GRADE Placement: _____ **Note: If multiple steps, please outline in the grid and Comments section below**

Remuneration: _____ for the _____ month period

Responsibilities

Course	Appointment Date		HCE	Step	Salary/HCE	Total Salary	
		to					
		to					
		to					
		to					
		to					
Total Salary:							

Salary Component:	Fund	DeptID	Account	Internal	Project	Activity

Reports to (Position #): _____ Reports to Name: _____ Reports to EmplID: _____

Comments

RECOMMENDED by Head (or Administrative Equivalent) to Dean _____ RECOMMENDED by Dean (or Administrative Equivalent) to Vice-President (Academic) _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Action of the Provost & Vice-President (Academic):

By signing this document, I hereby approve the details as described herein:

Name: _____ Signature: _____ Date: _____

FOR HR USE ONLY:

Distribution Date: _____

Last Updated: Jan 2024

Faculty should note that the University of Calgary collects, uses and discloses personal information in accordance with the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act. Information is collected under the authority of the FOIP Act as well as the Federal Statistics Act and Income Tax Act. It is required for administrative purposes and is disclosed to relevant academic and administrative units. Specific data elements are disclosed to the federal government to meet reporting requirements and to the Faculty Association in accordance with the Collective Agreement. Relevant educational qualifications, current rank, department/faculty affiliation, salary range, and business address and telephone number are defined as the employee's public record; all other data is considered confidential.

'Term Certain' - Specific Term
Instructions for use of this form.

This form is to be used in recommending 'Term-Certain' appointments where you are recommending an appointment of a non-Canadian Sessional instructor, a Faculty Professor, a Retired Short-Term appointee or a Visiting Professor.

Notes:

1. **Supporting documents should include:**
 New Appointments (a-e) Reappointments (d-e) Retired Short-term (a & f)
 a) Current Curriculum Vitae
 b) Academic Personal Information form
 c) Written letters of reference (a minimum of one required)
 d) A recommendation letter from the Dean (administrative equivalent) to the prospective staff member outlining the proposed terms and conditions of the appointment with written evidence of acceptance from the prospective staff member.
 e) Copy of work or study permit (if applicable) and verification of full-time student status if the appointee is an international student.
 f) Terms of Reference (Retired Short-Term Appointment only)
2. Include all information requested on the front of this AE-5 form to avoid delays in processing formal offer of appointment from the Vice-President (Academic) and Provost.

Copy Distribution:

- Scan all documents to the Academic Contracts Team: Joanne O'Neil (joneil@ucalgary.ca) and Tina Waddell (twaddell@ucalgary.ca) or academic.contracts@ucalgary.ca
- If the Vice-President (Academic) and Provost approves the recommendation, a formal offer of employment letter will be prepared and forwarded by the Vice-President (Academic) and Provost to the prospective appointee, copies of which will be proved to the Dean and Head of the Department with a copy of the AE-5 form.
- When the appointment letter of offer is complete a copy of the AE-5 form will be forwarded to the Faculty's Finance Partner.

Comments/Additional Info (cont'd.)