



People and Culture

Hiring Academic Secondments

Guidelines for Academic Secondment Agreements

June 2026

[Hiring Academic Secondments - Academic - Hiring and Managing | PEOPLE
AND CULTURE | University of Calgary](#)

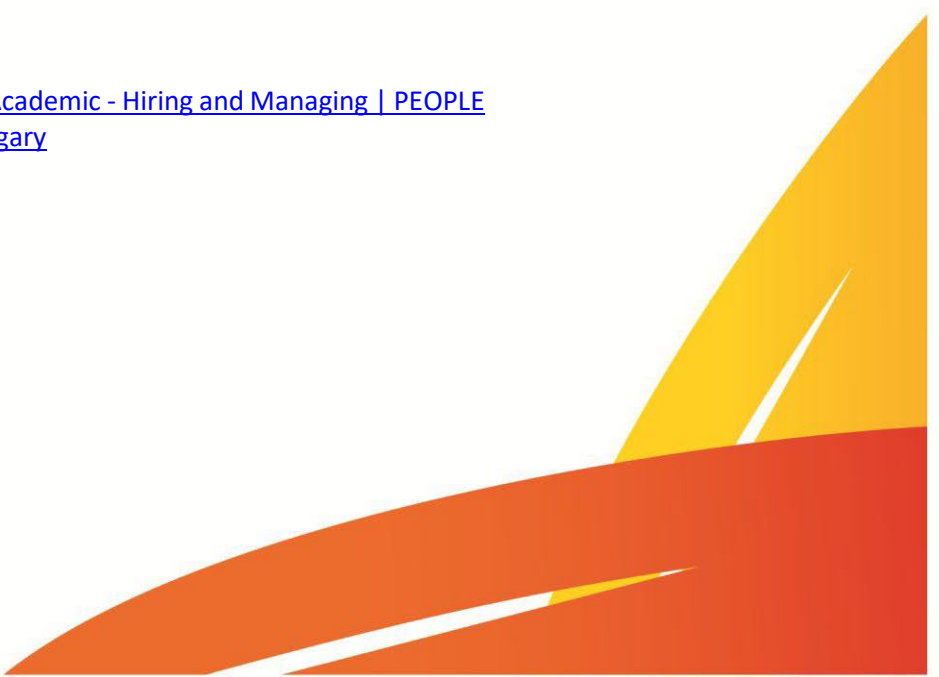


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Overview

Purpose

The University of Calgary recognizes secondments as a valuable approach to supporting employee development and engagement while addressing the organization's staffing needs. Secondment opportunities promote organizational flexibility by enabling academic staff members from diverse faculties or units to provide their expertise and transferable skills to fulfill a role or project.

A secondment allows an academic staff member to temporarily perform the duties of an existing position or undertake a special project in another Faculty or unit while retaining their primary position within their home Faculty. A formal secondment agreement outlines the terms of this arrangement, including the requirement for the employee to return to their primary position upon the conclusion of the secondment.

A secondment serves as a valuable tool for supporting employee professional growth and addressing short-term staffing requirements for specialized project or program expertise. Its objectives include:

- Effectively leveraging academic staff members with emphasis on professional development.
- Providing opportunities for academic staff to achieve their identified career development goals.
- Promoting the exchange of knowledge and expertise across faculties and units.
- Assisting departments in meeting temporary staffing needs for specific projects or programs.
- Ensuring a diversity of disciplines and perspectives in central leadership positions.

Application

Academic secondment opportunities are available to academic staff members who hold a continuing, limited-term, or contingent-term rank appointment with the University.

Definitions

External Secondment

An external secondment is a temporary assignment of an academic staff member to an organization outside the University. This arrangement is designed to support professional development by allowing the individual to gain experience in an external environment, contribute expertise to a specific project, or collaborate on initiatives that align with both the University's objectives and the needs of the external organization. Due to the diverse nature of external secondments, these guidelines focus on internal

secondment arrangements. For further information regarding external secondments, please contact academic.contracts@ucalgary.ca.

Secondment occurs when the academic staff member is authorized to render service to an outside institution or project and remains wholly or partially on the University of Calgary payroll. Unless otherwise explicitly specified in the secondment arrangements, an academic staff member on secondment to another organization shall be deemed to be fulfilling University of Calgary duties equivalent to the portion of the normal academic rank salary paid by the University of Calgary.

Collective Agreement Article 18.6

Internal Secondment

An internal secondment is a temporary assignment of an academic staff member to another Faculty or unit, aimed at fostering professional development by providing experience in diverse work environments, undertaking a special project, developing, or revising a specific program, ensuring diverse disciplinary perspectives, and representation or addressing a particular need within the University. There are two types of internal secondments, described below.

Rank Secondment

A rank secondment is an internal secondment where a portion of an academic staff member's primary workload (research, teaching, and/or professional duties) is temporarily allocated to another Faculty or unit within the University, while maintaining their current rank. This arrangement allows the academic staff member to contribute their expertise to the seconding unit without assuming a new position, while retaining their primary appointment and responsibilities within their home Faculty or unit.

Administrative Secondment

An administrative secondment is an internal secondment where an academic staff member temporarily assumes an administrative role in another faculty or unit within the University. This role is independent of their rank appointment and involves specific responsibilities aligned with the needs of the seconding unit, while the staff member retains their substantive rank appointment in their home Faculty.

In some instances, an internal secondment arrangement may involve a combination of both a rank secondment and an administrative secondment.

To distinguish between administrative secondment and an academic staff member's regular rank service workload, these guidelines define *Administrative Secondment* as a seconded role of 0.25 FTE or more, or any secondment that includes an administrative title. For example, an Academic Director or Associate Dean.

Secondment Arrangements

Terms

The terms of the secondment will be outlined in the Recommendation for Rank Secondment or Recommendation for Administrative Appointment (Academic) forms involving the academic staff member, the Dean of the primary Faculty, and the Dean or equivalent of the seconding Faculty or unit. The Provost and Vice-President (Academic) has final authority to grant secondment agreements.

A secondment is a temporary resourcing arrangement that allows the academic staff member to perform duties in another Faculty or unit for a defined period. The duration of the secondment may be adjusted—either extended or shortened—by mutual agreement of all parties involved. A secondment may be terminated before its term has expired by any of the parties to the agreement upon thirty (30) days prior written notice given to the other parties. Please note that the School of Public Policy requires ninety (90) days' written notice of termination.

At the conclusion of the secondment, the academic staff member will return to their original position within their primary Faculty, with their rank appointment remaining unaffected by the secondment.

The primary Faculty shall consult with the department, Faculty or unit where the academic staff member is seconded for the purposes of Tenure and Promotion, Research and Scholarship Leave, as well as Academic Performance Assessment. The academic staff member will be expected to provide a copy of their Academic Performance Report to both faculties/units.

All terms of the secondment must comply with the applicable [Collective Agreements, Handbooks, and Terms and Conditions of Employment](#).

Funding Structure

The following models present the two funding structures available for internal secondments, providing a framework to support and implement these opportunities effectively and consistently.

FTE-Cost Sharing Model

The FTE-Cost Sharing Model is a structured internal arrangement where a portion of an academic staff member's FTE is allocated to another Faculty or unit, with the FTE percentage directly correlating to the percentage of funding exchanged between the units. This arrangement ensures a balanced and transparent allocation of responsibilities, as the seconding unit compensates the home unit for the staff member's time and expertise. The funding exchange is typically used to offset costs incurred by the primary Faculty or unit, such as hiring temporary replacements or redistributing workloads, ensuring

that the academic staff member's responsibilities, compensation, and contributions are equitably aligned between the two faculties or units.

Example

If an academic staff member's total FTE is 1.0 (representing full-time employment) and 0.4 FTE is seconded to a secondary Faculty or unit for a specific project or role, the seconding unit would provide funding equivalent to 40% of the academic staff member's salary, benefits, and market supplement (if applicable) to the primary Faculty or unit.

Application

The FTE-Cost Sharing Model is the default arrangement for **Rank Secondments**.

Teaching Release Funding Model

The Teaching Release Funding Model is a structured internal arrangement that enables academic staff members to participate in initiatives within secondary central units while maintaining a portion of their research and service responsibilities within their primary Faculty. The funding exchange associated with this arrangement is intended to cover teaching replacement costs only, such as hiring sessional instructors or compensating for academic overloads in the primary Faculty.

The Teaching Release Funding Model is not intended to reimburse the home Faculty for the FTE portion of the full salary and benefits for seconded Faculty dollar-for-dollar and is independent of rank and salary. However, all Faculties are expected to contribute to central administration and leadership to ensure their disciplinary perspectives are represented and allow for professional development opportunities for their Faculty.

Honorarium, research allowances, or clinical/research supplement payments, if applicable, are fully funded by the seconding Faculty or unit. Please note, if the administrative secondment is a Head/Equivalent position (in accordance with CA 17.1), funding for the administrative leave must be confirmed and noted on the Request for Administrative Appointment (AE4) form.

The funding structure for teaching release funding is based on the associated replacement cost for the teaching release. As of April 1, 2025, **0.10 FTE (1.0 HCE) teaching release is the equivalent of \$15,000.**

The structure is regularly reviewed and updated, with a formal review every five (5) years, to align with the university's strategic goals. Although it reflects current agreements and guidelines, these may be amended or revoked at the discretion of the Provost.

Example

An associate professor is granted a 0.3 FTE (3.0 HCE) administrative secondment to a secondary Faculty/unit. The funding allocated for this role would amount to \$45,000, calculated as 0.3 FTE (3 x \$15,000), to compensate the primary Faculty for the teaching release.

Application

The Teaching Release Funding Model is the default arrangement for **Administrative Secondments**.

Process Description

The Dean or equivalent from the Faculty or unit seeking to second an academic staff member from another Faculty or unit should initiate discussions by approaching the Dean or equivalent of the academic staff member's primary Faculty.

- Determine the type of secondment: rank or administrative appointment, and
- Confirm the associated funding structure:
 - Rank Secondment uses the FTE-cost sharing funding model
 - Administrative secondment uses the teaching release funding model
 - Note: In exceptional cases, Deans or their equivalents must obtain prior approval from the Provost if the funding model differs from the academic secondment guidelines. This approval must be obtained via email and included with the Request for Rank Secondment/Administrative Appointment submitted to People and Culture to ensure all necessary approvals are in place and to expedite the secondment process.

The primary Dean/equivalent of the primary Faculty must consult with the Head/equivalent regarding workload assignment and coverage for the secondment. Following this, both Deans/equivalents are responsible for approaching the prospective academic staff member to finalize the secondment arrangement.

The seconding Faculty or unit submits the [Job Opening Request](#) (*if applicable*) and completes the required documentation:

- Rank secondment – [Application for Academic Secondment \(Rank Only\)](#)
- Administrative secondment – [Recommendation for Administrative Appointment](#)

Accountability

The table below summarizes the roles and responsibilities of stakeholders involved in preparing and implementing an internal secondment agreement.

<i>Academic Staff Member Responsibilities</i>	Academic staff members are responsible for signing and abiding by the terms of the secondment.
<i>Faculty and Dean/Equivalent Responsibilities</i>	Dean/equivalent is responsible for approaching the Dean/equivalent of the academic staff member's primary Faculty to negotiate the secondment arrangement. Dean/equivalent must consult with the Head/equivalent regarding workload assignment and coverage for the secondment. Both Deans/equivalents and the prospective academic staff member are responsible for finalizing the secondment arrangements in collaboration. If the administrative secondment is a Head/Equivalent position (in accordance with CA 17.1), funding for the administrative leave must be confirmed. Faculties or units are responsible for creating a Job Opening Request (if applicable) and submitting the required documentation for the secondment including applicable terms, job description, funding arrangements, and approvals.
<i>People & Culture Responsibilities</i>	People & Culture is responsible for: • Preparing the offer package (if applicable), • Obtaining final approvals from the Provost and Vice-President (Academic), • Distribution of the secondment agreement to applicable parties, • Processing the secondment in the system and updating the employee file, • Advisement as required.

Finance Responsibilities

Finance is responsible for maintaining and reconciling inter-unit funding exchanges and recoveries in accordance with the terms specified in the secondment agreement.

External secondment arrangements are administered by People & Culture. Please contact academic.contracts@ucalgary.ca for more information.

Resources

The following are resources designed to support and guide the hiring process for academic secondments. These resources aim to ensure clarity, consistency, and alignment with University policies and procedures throughout the secondment process.

- [Academic Secondment Website](#)
- Academic Secondments Decision Map
- [Job Opening Request Resources](#)
- [Hiring Processes for Academic Staff](#)

Frequently Asked Questions (FAQ)

How do I start pursuing a secondment for my Faculty or unit?

The Dean or equivalent from the Faculty or unit seeking to second an academic staff member from another Faculty or unit initiates discussions by approaching the Dean or equivalent of the academic staff member's primary Faculty. Next, the Dean/equivalent must consult with the Head/equivalent regarding workload assignment and coverage for the secondment. The Deans will then consult with the academic staff member to finalize the secondment arrangements.

See Academic Secondments Decision Map.

Is it possible for an academic to be seconded to a different rank?

No. A secondment cannot result in a change of rank (e.g. Promotion).

Is documentation required for a secondment?

Yes, documentation is required for a secondment and varies based on the type.

- Internal Secondment:
 - Rank secondment – Recommendation for Rank Secondment.
 - Administrative secondment – Recommendation for Administrative Appointment (AE4).
- External Secondment:
 - [Application for Secondment/Exchange Agreement](#)
 - The formal agreement must be finalized between the external agency and the University.

Are the "Guidelines for Academic Secondment Agreements" or any updates to the guidelines retroactively applicable to current secondment agreements?

No, these guidelines, including any updates, are intended solely for new agreements or extensions of existing agreements. They are not meant to alter the terms of current agreements.

Is it possible to extend the duration of a secondment?

Yes, a secondment agreement may be extended with the consent of all parties. To ensure timely processing, the necessary documentation should be completed and submitted ninety (90) days before the current secondment's end date. Extensions must follow the most current version of the "Guidelines for Academic Secondment Agreements" unless otherwise approved by the Provost.

Does a secondment require a Job Opening Request (JOR) or a position number?

Secondment which includes an administrative appointment require a position number. If a position number does not already exist, a [Job Opening Request \(JOR\)](#) must be submitted to create one. The JOR and position number must then be included on the Recommendation for Administrative Appointment (AE4).

Rank secondments and external secondments do not require a position number or Job Opening Request to be submitted.

Do SLT appointments fall within the academic secondment guidelines?

No. SLT appointments are not included in the academic secondment guidelines as they are excluded from the bargaining unit.

Contacts

For assistance with Academic secondment hiring, contact academic.contracts@ucalgary.ca.