

Adding an Academic Appointment to an SLT Position, Procedure for

<p>Classification Human Resources</p> <hr/> <p>Approval Authority General Faculties Council</p> <hr/> <p>Implementation Authority President</p> <hr/> <p>Effective Date February 1, 2017</p> <hr/> <p>Last Revision N/A</p>	<p>Table of Contents</p> <p>1 Purpose 1</p> <p>2 Scope 1</p> <p>3 Definitions 1</p> <p>4 Procedure 2</p> <p>5 Parent Policy..... 3</p> <p>6 Related Procedures 3</p> <p>7 References..... 3</p> <p>8 History 3</p>
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- 1 Purpose** The purpose of this procedure is to outline the process for the addition of Academic Appointments to Senior Leadership Team positions.
- 2 Scope** The procedure applies where the decision has been made to hire a candidate to a Senior Leadership Team position (other than Dean) and where an Academic Appointment is required to be added in conjunction with the Senior Leadership Team position.
- The procedure for adding Academic Appointments to Decanal positions is outlined in Procedure for the Appointment and Reappointment of Deans.
- 3 Definitions** In this procedure:
- a) “Academic Appointment” means an appointment of an employee as Academic Staff.
 - b) “Academic Staff” means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the collective agreement between the Faculty Association and the Governors of the University of Calgary in effect at the relevant time.
 - c) “Advisory Committee” means the committee established in accordance with these procedures for the purpose of making a recommendation to the President regarding the adding of an Academic Appointment to a Senior Leadership Team position.
 - d) “Dean” means the head of a faculty at the University or the head of the University’s Qatar Campus.
 - e) “Faculty Association” means the Faculty Association of the University.
 - f) “Home Faculty” means the faculty to which the Academic Appointment is made.

- g) "Senior Leadership Team (SLT)" means the employees of the University who, at the relevant time, are designated as members of the Senior Leadership Team.
- h) University means the University of Calgary.

4 Procedure

Adding an Academic Appointment to a Senior Leadership Team Position

- 4.1** The President or Vice President about to hire a candidate to a Senior Leadership Team position (other than a Dean) where an Academic Appointment is required to be made in conjunction with the Senior Leadership Team position, shall advise the Dean of the Home Faculty.
- 4.2** The Dean of the Home Faculty shall establish an Advisory Committee to assess the candidate's curriculum vitae and any supporting materials and to make a recommendation to the President or Vice President as to the qualification of the candidate to receive an Academic Appointment on the basis of academic standards at the University and in the unit to which the Academic Appointment relates. If the Advisory Committee recommends that the candidate is qualified, the Advisory Committee shall specify the rank of the Academic Appointment to be offered, and whether tenure will also be granted.
- 4.3** The establishment of the Advisory Committee and the work of the Advisory Committee must be done in a timely way so as to be able make a recommendation to the President or Vice President prior to the presentation of a final offer to the candidate and so as not to delay the process of hiring a Senior Leadership Team member.
- 4.4** The Advisory Committee shall be comprised of the following individuals:
 - a) The Dean of the Home Faculty, or his or her delegate,
 - b) Two tenured senior Academic Staff Members from the Home Faculty, named by the Dean of the Home Faculty;
 - c) One tenured senior Academic Staff Member, external to the Home Faculty, named by the Provost and Vice-President (Academic), or by the Vice-President (Research) where the Provost and Vice-President (Academic) is responsible for the hiring; and
 - d) One Faculty Association representative.
- 4.5** The Dean of the Home Faculty, or his or her delegate, will be the Chair of the Advisory Committee and will only vote in the case of a tie.
- 4.6** As far as reasonably possible, the composition of the Advisory Committee will include a majority of individuals who have served on a Faculty Tenure and Promotions Committee established under the collective agreement between the Faculty Association and the Governors of the University of Calgary.
- 4.7** As far as reasonably possible, the composition of the Advisory Committee will be gender representative and gender inclusive.
- 4.8** The candidate's curriculum vitae and any supporting materials will be made available to the Advisory Committee members electronically.
- 4.9** The Advisory Committee members will vote in the first instance by electronic mail.

- 4.10** If a majority of the Advisory Committee members agree on a recommendation, there is no requirement that the Advisory Committee meet.
- 4.11** Notwithstanding Article 4.10, a majority of the Advisory Committee members may decide to hold a meeting either by telephone, teleconference or in-person to deliberate prior to making a recommendation.
- 4.12** The Advisory Committee will include with its recommendation a briefing on the work of the Advisory Committee.
- 4.13** The Advisory Committee may recommend:
- a) That an Academic Appointment be offered at a specific rank and with tenure, if a majority of the Advisory Committee supports such an offering;
 - b) That an Academic Appointment be offered at a specific rank and without tenure, if a majority of the Advisory Committee supports such an offering; or
 - c) That an Academic Appointment not be offered, if a majority of the Advisory Committee does not support the offering of an Academic Appointment.
- 4.14** The President or Vice President may:
- a) Accept the recommendation of the Advisory Committee that the Academic Appointment at a specific rank with tenure be offered, and offer the Academic Appointment with tenure;
 - b) Accept the recommendation of the Advisory Committee that the Academic Appointment at a specific rank without tenure be offered, and offer the Academic Appointment without tenure; or
 - c) Accept the recommendation of the Advisory Committee that the Academic Appointment not be offered and decline to offer the Academic Appointment. The President or Vice President may still offer the Senior Leadership Team Position without the Academic Appointment.
- 4.15** The letter of offer relating to the Academic Appointment will come from the office of the Provost and Vice President (Academic).

5	Parent Policy	Appointment and Reappointment of Deans Policy
6	Related Procedures	Appointment and Reappointment of Deans, Procedure for the
7	References	Post-Secondary Learning Act , SA 2003, c P-19.5
8	History	November 17, 2016 Approved by GFC. February 1, 2017 Effective. January 1, 2020 Editorial Revision. Updated format and links.