

Analytical Services Policy

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Approval Authority Board of Governors	
Implementation Authority Vice-President (Finance and Services)	
Effective Date April 8, 1976	
Last Revision N/A	

1 Purpose

The purpose of this policy is to:

- a) acknowledge the University's ability to provide human and physical resources, unique technical expertise, and service capabilities that are not duplicated in the community;
- b) recognize the University's obligation to engage in public service where the University commands a technical capability required by the community, and such services can be given without
- c) detriment to the University's commitments to teaching and research; and
- d) establish University regulations outlining how the University will meet this commitment.

2 Scope

This policy applies to members of faculty at the University of Calgary.

3 Definitions

In this policy:

- a) "Analytical Services" includes University facilities, equipment, personnel and other resources.

4 Policy Statement

4.1 The human and physical resources of the University often provide the University unique technical expertise and service capabilities not duplicated in the community. The University has an obligation to engage in public service and (thus) where the University commands a technical capability required by the community, and such services can be given without detriment to the University's commitments to teaching and research, the University will attempt to undertake the work.

Guidelines for Assessing Requests

- 4.2** Outside requests for analytical services will be judged according to the following general guidelines.
- 4.3** Capability – requests will be examined in terms of the institution’s department or laboratory capability and a judgment made by the department head on the department or laboratory’s ability to meet the request.
- 4.4** Other Activities – requests will be examined in terms of the department or laboratory’s ongoing activities, particularly in the areas of teaching and research, and a judgment made by the department head on the department or laboratory’s ability to meet the request without disruption or diminution of its primary activities.
- 4.5** Public Service – requests will be examined in terms of similar services within the community and a judgment made by the department head on the uniqueness of the University’s capability or the special status of the purchaser.
- 4.6** Cost – requests will be examined in terms of costs of providing the service and a judgment made by the department head on the adequacy of the fee to be paid and other financial arrangements proposed.

Contract Research

- 4.7** Research related services, described as “routine” in character and using established or accepted techniques and procedures, may be provided under this policy; however, where the task will also involve experimental work (actual laboratory research), for example, to determine the causes of a given phenomenon or to substantiate a theory, the task is properly handled by means of a research contract negotiated with the University.

Consulting

- 4.8** University facilities, equipment, personnel, and other resources are not available to members of faculty for consulting activity without formal approval. Such services or the utilization of equipment would not ordinarily be required as a function of a consulting assignment. This policy does not modify present Handbook requirements but does establish procedures for handling “approved” use.

Amendments

- 4.9** This policy may be amended by the Board, ordinarily, upon the recommendation of the Vice-President (Finance and Services) and the Finance and Property Committee.

Procedures and Regulations

- 4.10** The Vice-President (Finance and Services) is empowered to establish procedures and make regulations required for the effective implementation of the policy. Such regulations are to be reported to the Board via the Finance and Property Committee but do not require Board approval.

5 Special Situations

Some cases may require a formal Services Agreement in which the terms under which the work is accepted and the limits to the University's liabilities are stated.

- 6 Responsibilities**
- 6.1** Finance and Property Committee receives reports regarding regulations on behalf of the Board.
 - 6.2** Controller has shared responsibility for administering the policy and procedures.
 - a) Fulfill the responsibilities of the Implementation Authority; and
 - b) Administer the policy and related procedures.
 - 6.3** Department Head has shared responsibility for administering the policy and procedures. Department heads judge users' requests according to specific guidelines, approve and oversee the provisions of services by the departmental personnel.
 - 6.4** Vice-President (Finance and Services) has executive responsibility for this policy and the general supervision of its implementation.
 - 6.5** The Vice-President (Finance and Services) is also empowered to establish procedures and make regulations required for the effective implementation of the policy.
- 7 Related Policies** [Contracts for Research Policy](#)
[Code of Conduct](#)
- 8 Related Procedures** [Analytical Services Procedure](#)
- 9 References** [TUCFA Collective Agreement](#), Article 19: Intellectual Property
- 10 History**
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| April 8, 1976 | Approved by the Board of Governors. |
| January 1, 2020 | Editorial Revision. Updated format and links. Also updated position titles and Board committee names, where applicable. |