

Approval Date: May 12, 2011 Effective Date: July 1, 2011

Parent Policy: [Employment Relationship Policy](#)

Appointment of Administrative Professional Officer Procedure

Office of Administrative Responsibility:	Vice-Provost and Associate Vice-President (Human Resources)
Approver:	General Faculties Council & Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community

Overview

The appointment of Administrative Professional Officers is subject to the terms of the Administrative Professional Officer Agreement and all other relevant University of Alberta policies, procedures and protocols.

Purpose

This procedure outlines the steps to be taken to initiate and to complete the appointment for a **staff member** under the Administrative Professional Officer Agreement.

PROCEDURE

1. RECRUITMENT PROCESS

- a. The Vice-President is responsible for the recruitment process for staff members under the Administrative Professional Officer Agreement.
- b. All verbal or written discussions throughout the recruitment process must include explicit communication to the candidate that appointment to the University is subject to issuance and execution of a formal **Letter of Appointment** as described in this procedure.
- c. A candidate will not be formally appointed to the University unless the Letter of Appointment has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

2. LETTER OF APPOINTMENT

- a. The Letter of Appointment constitutes the entire formal appointment between the candidate and the University and must:
 - i. follow the template of Letter of Appointment in Appendix A.1 to the Administrative Professional Officer Agreement; and
 - ii. conform to all applicable terms and conditions as set out in this procedure.
- b. When a Vice-President wishes to make an offer of appointment to a candidate for an Administrative Professional Officer position, a Letter of Appointment will be prepared by Human Resource Consulting Services, signed by the Vice-President, and issued to the candidate.

- c. The effective date of a candidate's appointment under the Administrative Professional Officer Agreement is the date set out in the Letter of Appointment. The candidate will have no rights or entitlements under staff agreements, University policies, or the Letter of Appointment (unless expressly stated otherwise therein) until the effective date of the appointment.
- d. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- e. Supplementary Conditions may include those of the following University-wide terms and conditions of appointment that apply:
- i. for foreign nationals, confirmation of immigration status to work in Canada as a pre-condition to any appointment or continuation of appointment as a staff member at the University.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [[▲Top](#)]

Staff Member	A person employed by the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
Letter of Appointment	Appendix A.1 of the Administrative Professional Officer Agreement.

FORMS

There are no forms for this Procedure. [[▲Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Academic Staff Posting and Advertising Procedure](#) (UAPPOL)

[Administrative Professional Officer Agreement](#) (University of Alberta)

[Recruitment Policy](#) (UAPPOL)