

Approval Date: May 13, 2011 Effective Date: July 1, 2011

Parent Policy: [Employment Relationship Policy](#)

Appointment of Contract Academic Staff: Teaching (CAST) Procedure

Office of Administrative Responsibility:	Faculty Relations and Human Resource Consulting Services
Approver:	General Faculties Council & Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community

Overview

The appointment of Contract Academic Staff is subject to the terms of the Contract Academic Staff: Teaching (CAST) Agreement and all other relevant University of Alberta policies, procedures and protocols.

Purpose

These procedures outline the steps to be taken to initiate and to complete the appointment for a **staff member** under the Contract Academic Staff: Teaching Agreement (CAST).

PROCEDURE

1. RECRUITMENT PROCESS

- a. The Dean is responsible for the recruitment process for staff members under the Contract Academic Staff: Teaching Agreement (CAST).
- 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 Contract Academic Staff: Teaching Agreement (CAST); and
 - ii. conform to all applicable terms and conditions as set out in this procedure.
- b. When the Dean wishes to make an offer of appointment to a candidate for a Contract Academic Staff: Teaching (CAST) position at the University, a Letter of Appointment will be prepared, signed by the Dean, and issued to the candidate.

- c. The effective date of a candidate's appointment under the Contract Academic Staff: Teaching (CAST) Agreement is the date set out in the Letter of Appointment. The candidate shall 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;
- ii. eligible to apply for research funding as a co-applicant and/or hold projects.

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 Contract Academic Staff: Agreement

FORMS

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[Letter of Appointment template](#)

RELATED LINKS

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

[Contract Academic Staff: Teaching Agreement](#) (University of Alberta)

[Recruitment Policy](#) (UAPPOL)