

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

Parent Policy: [Employment Relationship Policy](#)

## Appointment of Faculty Service Officer Procedure

<b>Office of Administrative Responsibility:</b>	Faculty Relations and Academic Services
<b>Approver:</b>	General Faculties Council & Board of Governors
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community

### Overview

The appointment of Faculty Service Officers is subject to the terms of the Faculty Service Officer 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 Faculty Service Officer Agreement.

## **PROCEDURE**

### 1. RECRUITMENT PROCESS (UAPPOL)

- a. The Dean is responsible for the recruitment process for staff members under the Faculty Service 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 Faculty Service Officer Agreement; and
  - ii. conform to all applicable terms and conditions as set out in this procedure.
- b. When a Dean wishes to make an offer of appointment to a candidate for a Faculty Service Officer position, a Letter of Appointment will be prepared by Human Resource Consulting Services, signed by the Provost and Vice-President (Academic), and issued to the candidate.
- c. Faculty Service Officers who are appointed to an administrative position external to a Faculty will have a **joint appointment** with a Faculty for the purposes of promotion and the awarding of a continuing appointment decisions (refer to Academic Selection Procedure).

- d. The effective date of a candidate's appointment as a Faculty Service Officer 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.
- e. Any subsequent amendments to the Letter of Appointment must be in writing and signed by all parties.
- f. 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. financial conditions affecting a **contingent appointment**, including the source(s) of funding and the consequences of a loss of funding.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [ <a href="#">▲Top</a> ]	
<b>Staff Member</b>	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>
<b>Letter of Appointment</b>	Appendix A.1 of the Faculty Service Officer Agreement
<b>Joint Appointment</b>	Academic Staff under Categories A, B or C of the <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> who are appointed to more than one University department with a designated home department within the University.
<b>Contingent Appointment</b>	An appointment to the academic staff of the University under the terms of the Faculty Service Officer Agreement with a special condition that recognizes circumstances where the position is funded by external sources. The term "funded by external sources" is defined as any financial support directly connected to a specific position when the financial support for that position does not come from the operating budget of the University. The term may include funds from endowments or targeted gifts, agencies supporting research through grants or contracts, and other sources.

## **FORMS**

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

## **RELATED LINKS**

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

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

[Faculty Service Officer Agreement](#) (University of Alberta)

[Recruitment Policy](#) (UAPPOL)