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Parent Policy: [Recruitment Policy](#)

Most Recent Editorial Date: May 16, 2018

Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff

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| Office of Administrative Responsibility: | Vice-Provost and Associate Vice-President (Human Resources) |
| Approver: | Provost and Vice-President (Academic) |

A. Definition and Categories of Academic Staff

A1. Academic Staff as designated by the Board of Governors:

In compliance with the provisions of the *Post-Secondary Learning Act* and with consultation with the AASUA, the Board of Governors has formally designated the following groups of staff as academic staff for the purposes of the *Post-Secondary Learning Act*.

| <p>Category A1.0: Academic staff in continuing appointments created under the appropriate agreement and funded either through operating funds or external funds. These appointments may be joint appointments. Academic staff are members of the AASUA.</p> | | |
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| Category | Collective Agreement | Category Definition (as per approved collective agreements) |
| A1.1 | Faculty | Academic staff who are appointed under the Faculty Agreement to a full-time faculty position in which the person has been or may be granted tenure. |
| A1.2 | Administrative and Professional Officer (APO) | Academic staff in a full-time position as an Administrative Professional Officer to which a continuing appointment has been or may be granted. Such positions shall be professional, managerial or supervisory in nature and shall normally require academic degrees, professional qualifications or equivalent related experience. |
| A1.3 | Faculty Service Officer (FSO) | Academic staff who assist and collaborate with faculty members in teaching and in the research process. Such staff members will normally have a post-graduate degree in the particular discipline to which they are attached. The tasks they are assigned may include an administrative component but this will not be a major component of the assignment. |
| Category | Collective Agreement | Category Definition (as per approved collective agreements) |
| A1.4 | Librarian | Full-time academic staff who hold a degree from an accredited graduate program in library and/or information studies, or an equivalent program, who have been appointed to a librarian position on the academic staff of the University, in which the staff member has been or may be granted |

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| | | tenure. |
| A1.5 | | Academic staff in categories A1.1 through A1.4 where the appointment is part-time. |
| A1.6 | | Academic staff in categories A1.1, A1.3 and A1.4 where the continuing nature of the appointment is explicitly contingent on the continued receipt of external funds, and where the individual has been or will be granted tenure. |
| A1.7 | | Academic staff in category A1.6 where the appointment is part-time. |
| Category A2.0: Academic Staff in Temporary Appointments and funded through Operating Funds | | |
| Category | Collective Agreement | Category Definition (as per approved collective agreements) |
| A2.1 | Academic Teaching Staff (ATS) | Academic staff who have a full-time instructional appointment for a term of four months or longer (including rolling term appointments). |
| A2.2 | Academic Teaching Staff (ATS) | Academic staff who have a part-time instructional appointment to teach one or more three-credit courses or equivalent. |
| A2.3 | Temporary Administrative and Professional Staff (TAPS) | Academic staff who have a full-time appointment to perform managerial/professional duties for a term of four months or longer (including rolling term appointments). |
| A2.4 | Temporary Administrative and Professional Staff (TAPS) | Academic staff who have a part-time appointment to perform managerial/professional duties for a minimum of 14 hours per week. |
| Category A3.0: Academic Staff in Temporary Appointments and funded through restricted funds | | |
| Category | Collective Agreement | Category Definition (as per approved collective agreement) |
| A3.1 | Trust/Research Academic Staff (TRAS) | Teaching and Research Academic: a full-time or part-time academic staff member who teaches and/or performs other related activities and/or clinical related duties and externally funded independent research or some combination of these duties. |
| A3.2 | Trust/Research Academic Staff(TRAS) | Research Academic: a full-time or part-time academic staff member whose duties are to carry out or support high-level, complex, research projects in collaboration with faculty members and other researchers. |
| A3.3 | Trust/Research Academic Staff (TRAS) | Trust Administrator: a full-time or part-time academic staff member whose duties are administrative professional. |
| A3.4 | Trust/Research Academic Staff(TRAS) | Library/Information Professional: a full-time or part-time academic staff member who has a degree from an accredited graduate program in library and/or information studies, or an equivalent program, and holds a position outside of the Librarians' Agreement. |

B. Definitions and Categories of Excluded Academic Staff

(See Category D below)

C. Definitions and Categories of Academic Colleagues

These individuals are not considered University staff and normally do not receive compensation from the University. They are defined by Administration to be academic but are not designated academic staff by the Board of Governors under the authority of the *Post Secondary Learning Act* and are not covered under the Board and AASUA academic collective agreements. Academic colleagues are subject to all applicable rules, regulations, bylaws and policies of the University as may be promulgated or amended from time to time.

| Category C1.0: Academic colleagues defined by Administration but not designated by the Board. These can be cross appointments . | | |
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| Category | Name | Category Definition |
| C1.1 | Special "Continuing" | Individuals with substantial experience in a profession or discipline who are or have been primarily employed externally to the University and who do not receive compensation from the University but have the same University duties as Faculty (category A1.1) and are evaluated by a Faculty Evaluation Committee. For the purposes of serving on GFC Committees these individual may be included in Category A1.1. <u>Faculty and Staff Relations to be contacted if considering use of this category.</u> |
| C1.2 | Clinical Academic Colleagues | Individuals in the healthcare professions who are or have been primarily employed externally to the University of Alberta and who participate in the teaching and/or research activities of a department in the University without the expectation of compensation. |
| C1.3 | Clinical Preceptors | Individuals in the healthcare professions who mentor students in their areas of expertise. Mentorship takes place in clinical settings that are validated by the Faculty to assure quality experiences that meet the educational outcomes of the program. Preceptors have specific educational responsibilities for students for the period of time when students are in clinical settings, but are not regular members of the faculty/ staff of the University and have no expectation of compensation nor other University privileges. |
| C1.4 | Adjunct Academic Colleagues | Individuals with substantial experience in a profession or discipline who participate in the teaching and/or research activities of a department in the University without expectation of compensation. May also be used by University academic units to recognize the participation of a faculty member from one unit in the academic work of another unit. |
| C1.5 | Academic Affiliates (Secondees) | Individuals temporarily seconded from an external organization or institution to the University to work with the University on a full or part-time basis and who have the same University duties as Faculty (category A1.1). The terms and conditions of the secondment are contained in a secondment agreement made between the University, the individual and the seconding employer. For the purposes of serving on GFC Committees these individual may be included in Category A1.1. |

D. Definitions and Categories of Excluded Employees

Under the authority of the Board of Governors in accordance with Section 60(2) of the *Post-Secondary Learning Act*, these University employees are not designated as academic staff and are excluded from the Board and AASUA academic collective agreements. Excluded Employees are subject to all applicable rules, regulations, bylaws and policies of the University as may be promulgated or amended from time to time.

| Category | Name | Category Definition |
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| D1.0 | Executive Members (Excluded) | President and Vice-Presidents. |
| D1.1 | Academic Administrators (Excluded) | Deans, Vice-Deans, Deputy Provost, Vice-Provosts and Associate Vice-Presidents, who will be re-appointed to, or will enter, either the Librarian or the Faculty Agreement upon the conclusion of the Academic Administrator term. |
| D1.2 | Management and Professional Staff (Excluded) | Staff who perform managerial, professional and confidential labour relations functions. |
| Category | Name | Category Definition |
| B1.0 | Excluded Academic Staff (ATS and TAPS) | Staff in categories A2.1 through A2.4 who, by virtue of workload, length of appointment or discipline, are excluded from the Collective Agreement. |
| B1.1 | Excluded Academic Staff (TRAS) | Staff in categories A3.1 through A3.4 who, by virtue of workload, length of appointment or discipline, are excluded from the Collective Agreement. |
| B1.2 | Excluded Academic Staff (Term) | Staff who are not employed under a collective agreement and are paid on the basis of an hourly wage or a fixed payment based on a pre-determined agreement as to the maximum number of hours per month. |

E. Definitions and Categories of Postdoctoral Fellows (PDFs)

A PDF at the University is normally within 5 years from the completion of a doctoral degree or 10 years from the completion of a MD, DDS or equivalent degree. Effective November 1, 2017, PDFs are represented by the Postdoctoral Fellows Association (PDFA) and are categorized as outlined below. PDFs are subject to all applicable rules, regulations, bylaws and policies of the University as may be promulgated or amended from time to time.

| Category | Collective Agreement | Category Definition |
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| E1.0 | PDF Employee | Those PDFs who receive payment through grants, fellowships or funding provided by the University or through grants or funding provided to their Principal Investigators (PIs) by external funding agencies. The funding will be administered through the University. |
| E1.1 | PDF Trainee | Those PDFs who apply for, and receive all payment from, grants or funding awarded in their own name on a competitive basis from external funding agencies to facilitate their own independent research projects. The funding will be administered through the University. |
| E1.2 | PDF Guest | Those PDFs who apply for, and receive all payment from, grants or funding awarded in their own name on a competitive |

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| | | basis from external funding agencies to facilitate their own independent research projects. The funding is not administered through the University. |
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F. Definition of STAFF for the Purpose of the Staff LRT Program - ONEcard

These individuals are considered as eligible for Staff LRT access in accordance with the University policies and procedures, as amended from time to time and the ONEcard will indicate that their status as "STAFF".

| Category | Name | Category Definition |
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| F1.0 | STAFF | Individuals in categories: A. Academic Staff B. Excluded Academic Staff C.1.1. Special "Continuing" Colleagues C.1.2. Clinical Academic Colleagues C.1.5. Academic Affiliates D. Excluded Staff E.1.0 PDF Employee |

G. Definition of University Academic Employee

These individuals are considered as Academic Employees of the University.

| Category | Name | Category Definition |
|----------|-------|---|
| F1.0 | STAFF | Individuals in categories: A. Academic Staff B. Excluded Academic Staff D. Excluded Academic Staff E.1.0 PDF Employee |

DEFINITIONS

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

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| Operating Funds | Funds designated to be used for the daily operation of the University. |
| External Funds | Funds provided by an external organization or institution. |
| Joint Appointment | Individuals under Categories A, B or C who are appointed to more than one University department with a designated home department within the University. |
| Rolling Term | An appointment type where the base appointment is annually extended by an additional year based on a yearly assessment of satisfactory performance thereby maintaining the original appointment. When performance is deemed unsatisfactory, the staff member is given notice of termination of the appointment on the current end date or in accordance with the applicable collective agreement. |

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| Restricted Funds | Funds subject to externally imposed stipulations (explicit or implicit) that specify the purpose for which the contribution is to be used. These funds are related to research (grants, contracts, and donations), special purpose (grants, contracts, and donations) or endowments (grants, contracts, and donations). |
| Cross Appointments | Individuals appointed from an external organization or institution to work with the University on a full or part-time basis or an individual within the University appointed to an external organization or institution to work on a full or part-time basis. This may also refer to individuals under Categories A, B, or C who hold an unpaid appointment in another department on campus. |
| University Academic Employee | Individuals appointed under Categories A, B, D or E.1.0. |

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