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Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues

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*.

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.		
Category	Staff Agreement	Category Definition (as per approved staff 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	Staff Agreement	Category Definition (as per approved staff 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 tenure.
A1.5	Staff in categories A1.1 through A1.4 where the appointment is part-time.	
A1.6	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	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	Staff Agreement	Category Definition (as per approved staff agreements)
A2.1	Contract Academic Staff: Teaching	Academic staff who have a full-time instructional appointment for a term of four months or longer (including rolling term appointments).
A2.2	Contract Academic Staff: Teaching	Academic staff who have a part-time instructional appointment to teach one or more three-credit courses or equivalent.
A2.3	Sessionals and Other Temporary Staff	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	Sessionals and Other Temporary Staff	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	Staff Agreement	Category Definition (as per approved staff agreement)
A3.1	Trust/Research Academic Staff Agreement	Teaching and Research Academic: a full-time or part-time 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.
Category	Staff Agreement	Category Definition (as per approved staff agreement)
A3.2	Trust/Research Academic Staff Agreement	Research Academic: a full-time or part-time 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 Agreement	Trust Administrator: a full-time or part-time staff member whose duties are administrative professional.
A3.4	Trust/Research Academic Staff Agreement	Library/Information Professional: a full-time or part-time 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 Staff

Category	Name	Category Definition
B1.0	Excluded Staff	Staff in categories A2.1 through A2.4 who, by virtue of workload, length of appointment or discipline, are excluded from the Staff Agreement. Reference: Appendix A of each Agreement.
B1.1	Excluded Staff	Staff in categories A3.1 through A3.4 who, by virtue of workload, length of appointment or discipline, are excluded from the Staff Agreement. Reference: Appendix A of Agreement.
B1.2	Excluded Staff	Staff who are not employed under a staff 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.
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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 staff agreements.

Category C1.0: Academic colleagues defined by Administration but not designated by the Board. These can be **cross appointments**.

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. Faculty and Staff Relations to be contacted if considering use of this category.
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 Administrators

Category	Name	Category Definition
D1.0	Executive Members	Staff in categories A1.1 and A1.2 who are the President and Vice-Presidents and who are not designated as academic staff members pursuant to the Board's authority under Section 60(2) of the Post Secondary Learning Act. These staff are not covered under the Staff Agreements (effective February 1, 2016).

DEFINITIONS

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

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	Academic staff 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 staff agreement.
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 staff under Categories A, B, or C who hold an unpaid appointment in another department on campus.

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