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Parent Policy: [Academic Colleagues Policy](#)

Clinical Academic Colleagues Procedure

Office of Administrative Responsibility:	Faculty Relations Human Resources, Health, Safety + Environment
Office of Accountability:	Provost and Vice-President (Academic) Vice-President (University Services, Operations and Finance)
Approving Authority:	Board of Governors

Purpose

The University of Alberta acknowledges the contributions of **Clinical Academic Colleagues**, a group of **healthcare professionals** who provide service to the University without the expectation of compensation. Although these individuals are not members of the **Academic Staff** as they do not fall within the definition pursuant to the *Post-secondary Learning Act*, the University needs to ensure there is structure governing their selection, appointment, evaluation and termination in order to protect this valued relationship.

The purpose of this procedure is to outline the steps to appoint Clinical Academic Colleagues.

Definitions

A definitions table as attached establishes the terms used in this policy document and any unique rules of interpretation that apply to this policy document.

Scope/Application

Compliance with this policy document extends to all members of the University community.

Procedure

The appointment as a Clinical Academic Colleague will be made by the Dean of the Faculty and is subject to the appointment procedures of the appointing Faculty. The nature and extent of the clinical academic staff member's involvement in teaching and/or research will be decided by the Faculty.

Clinical Academic Colleagues will be subject to and bound by all relevant policies and procedures of the University of Alberta and the rules and regulations set out by the appointing Faculty.

1. SELECTION

Selection criteria will be determined by each Faculty. The nomination package should include the following:

- a. The mutual benefits of the proposed arrangement.
- b. A description of the proposed working relationship between the candidate and the Faculty.
- c. A clear outline of the duties to be performed by the prospective Clinical Academic Colleague including a list of goals and expectations which will be evaluated annually.

2. APPOINTMENT

The Dean of the Faculty is authorized to make the appointment following a review of the nomination package.

Each Adjunct Academic Colleague will receive a formal letter of appointment which outlines the terms and conditions of the relationship. The letter of appointment will include:

- a. The term of appointment (usually two, three or five year terms.)
- b. The procedures for evaluation
- c. A termination clause
- d. The procedures for dispute resolution
- e. The procedures for re-appointment
- f. The privileges (as described below)
- g. A list of relevant University Policies and Procedures (e.g. research, conflict of interest, professional misconduct, grading, discrimination, computing services, use of University property, intellectual property, etc)

Criteria for titles and clinical ranks will be determined by each Faculty, documented, and uniformly applied.

3. PRIVILEGES

Although Clinical Academic Colleagues do not have the same rights and privileges as academic staff, privileges extended to Clinical Academic Colleagues on the effective date of the appointment are as follows:

- a. Issuance of a University ONECard
 - i. Library privileges deemed appropriate by the chief librarian to that status.

- ii. Access to Physical Education facilities upon payment of an annual user fee.
- b. Entitlement to a secondary Campus Computing ID to be used for University purposes.
- c. Eligible for University parking with rates as defined by the Parking Services Fee Structure.
- d. Eligibility for membership in the University Club of the University of Alberta.
- e. Listing in the Association of Retired Academic Staff of the University of Alberta.

4. EVALUATION

Annual reviews of performance will be completed and each Faculty will establish performance criteria and processes for the assessment of appointees.

5. TERMINATION AND REAPPOINTMENT

The Dean can terminate the appointment at any time if the Clinical Academic Colleague is unavailable for a material period of time to carry out the duties or fails to comply with applicable policies, procedures, protocols or other requirements of the University.

If the Clinical Academic Colleague wishes to resign, they are encouraged to give the Faculty as much notice as possible to ensure that alternative arrangements can be made.

Reappointments occur at the discretion of the Dean.

Definitions

<i>Any definitions listed here apply to this policy document only with no implied or intended institution-wide use.</i>	
Academic Staff	A staff member of the University of Alberta and defined under the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues.
Clinical Academic Colleagues	See Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues.
Healthcare Professionals	Individual(s) practicing a regulated profession as determined by the <i>Health Professions Act</i> .

Related Policy Documents (UAPPOL)

- [Academic Colleagues Policy](#)
- [Adjunct Academic Colleagues Procedure](#)

Related Links

- [Clinical Academic Colleague Appointment Form - University of Alberta](#)

- [Association of Retired Academic Staff - University of Alberta](#)
- [Parking Services - University of Alberta](#)
- [Post-secondary Learning Act - Government of Alberta](#)
- [University Club of the University of Alberta - University of Alberta](#)

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

For the most recent version of this document please visit <https://www.ualberta.ca/policies-procedures/index.html>