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 Parent Policy: [Recruitment Policy](#)

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

Office of Administrative Responsibility:	Associate Vice-President (Human Resources, Health, Safety & Environment) and the Office of Faculty Relations
Approver:	Provost and Vice-President (Academic)

A. Academic Staff 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*. Academic staff are members of the AASUA.

Category A1: Academic staff that are in, or who may be granted, tenured or continuing appointments established under the Board and AASUA Collective Agreement and funded through **operating funds, research operating funds** or **restricted funds**.

Academic staff may:

- i) have a **joint or cross appointment**; or
- ii) enter into a **secondment agreement**; or
- iii) have an **adjunct appointment in another department/faculty**.

Category (for the purpose of serving on GFC committees)	Collective Agreement Reference
A1.1 Full-time A1.5 Part-time A1.6 Contingent A1.7 Part-time Contingent	Schedule A – Academic Faculty Member
A1.2 Full-time A1.5 Part-time	Schedule F - Administrative and Professional Officers (APO) Member
A1.3 Full-time A1.5 Part-time A1.6 Contingent A1.7 Part-time Contingent	Schedule B - Faculty Service Officers (FSO) Member
A1.4 Full-time A1.5 Part-time	Schedule C - Librarian

A1.6 Contingent A1.7 Part-time Contingent	
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Category A2: Academic Staff in temporary appointments and funded through operating funds, research operating funds or restricted funds .	
Category	Collective Agreement Reference
A2.1 Career, Term 12, Term Recurring	Schedule D - Academic Teaching Staff (ATS) Member
A2.2 Term	Schedule D - Academic Teaching Staff (ATS) Member
A2.3 Full-time	Schedule G - Temporary Librarian, Administrative and Professional Officer (TLAPS) Member
A2.4 Part-time	Schedule G - Temporary Librarian, Administrative and Professional Officer (TLAPS) Member

Category A3: Academic Staff in temporary appointments and funded through research operating funds or restricted funds.	
Category	Collective Agreement Reference
A3.1 Full-time	Schedule E - Trust/Research Academic Staff (TRAS) Member
A3.2 Part-time	Schedule E - Trust/Research Academic Staff (TRAS) Member

B. Employees excluded from the Collective Agreement (Schedules D, G and E)

Category	Name	Definition
B1.0	Excluded Academic Staff (ATS Members and TLAPS)	Staff in category A2 who, by virtue of workload, length of appointment or discipline, are excluded from the Collective Agreement.
B1.1	Excluded Academic Staff (TRAS)	Staff in category A3 who, by virtue of workload, length of appointment or discipline, are excluded from the Collective Agreement.
B1.2	Excluded Academic Staff (Term)	Staff in categories A2 and A3 who are paid on the basis of an hourly wage or a fixed payment based on a predetermined agreement as to the maximum number of hours per month.

C. Academic Colleagues

These individuals are not considered University staff and normally do not receive compensation from the University. Academic Colleagues 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 Collective Agreement but 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
C1.1	Special "Continuing"	<p>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 Academic Faculty Members and are evaluated by a Faculty Evaluation Committee. For the purposes of serving on GFC Committees these individuals may be included in Category A1.1.</p> <p><u>Faculty Relations to be contacted if considering use of this category.</u></p>
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 outside of the University who participate in the teaching and/or research activities of a department in the University without expectation of compensation.
C1.5	Academic Affiliates (Secondees)	<p>Individuals who enter into a secondment agreement and who are 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).</p> <p>For the purposes of serving on GFC Committees these individuals may be included in Category A1.1.</p>

D. Employees who are not Designated as Academic Staff and are excluded from the Collective Agreement

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 Collective Agreement. 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
D1.0	Executive Members (Excluded)	President and Vice-Presidents. The Provost and Vice-President (Academic) and the Vice-President (Research and Innovation) may be re-appointed to, or will enter, Schedule A upon the conclusion of the Executive Member term.
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 Schedule A, B or C 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.

E. 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
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 Applicants 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 basis from external funding agencies to facilitate their own independent research projects. The funding is not administered through the University.

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
F1.0	STAFF	Individuals in categories: A. Academic Staff B. Employees Excluded from Schedules D, E and G C.1.1. Special "Continuing" Colleagues C.1.2. Clinical Academic Colleagues C.1.5. Academic Affiliates D. Employees who are not Designated as Academic 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. Employees Excluded from Schedules D, E, and G D. Employees who are not Designated as 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. <u>Back to Top</u>	
Operating Funds	Funds that are generally classified as "unrestricted" and which are ongoing in nature and which include the Campus Alberta Grant, directed provincial grant funding, tuition and fees, Research Support Fund and investment income.
Contingent	Where the continuing nature of the appointment is explicitly contingent on the continued receipt of research operating funds or restricted funds, and where the individual has been, or will be, granted tenure or a continuing appointment.
Joint Appointment	Academic staff appointed to more than one University department/faculty with a designated home department/faculty within the University. These may also be referred to as cross appointments.
Adjunct Appointment	Academic staff who make substantial contributions to another department/faculty outside of their home department/faculty without expectation of compensation from the other department/faculty.

Secondment Agreement	<p>A formal agreement where an academic staff member is appointed to an external organization or institution to work on a full or part-time basis; OR where an individual is appointed from an external organization or institution to work with the University on a full or part-time basis.</p> <p>These may be referred to as joint or cross appointments.</p>
Rolling Term	<p>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 Collective Agreement.</p>
Restricted Funds	<p>Funds that include those revenues from donors and sponsors that have restrictions on use which include sponsored research funds, special purpose funds, special purpose program funds and endowment funds.</p>
Research Operating Funds	<p>Funds that are generally classified as “research-unrestricted” and which are temporary in nature and which include general research project funds and internally-funded project funds.</p>

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[Collective Agreement](#)