

The following Motions and Documents were considered by General Faculties Council at its Monday, November 21, 2016 meeting:

Agenda Title: **New Members of GFC**

MOTION II: TO RECEIVE [This motion may be proposed by any member of GFC]:

The following statutory faculty member who has been elected/re-elected by their Faculty, to serve on GFC for term of office beginning immediately and ending June 30, 2019:

Alice Nakamura Alberta School of Business

The following undergraduate student representatives, to serve on GFC for terms beginning immediately and ending on April 30, 2017:

John Hampson, Faculty of Arts
Adina Ilisecu, Faculty of Arts
John Evjen, Faculty of Education
Saige Godberson-Parlin, Faculty of Nursing
Andrew Steele, Faculty of Physical Education and Recreation
Jon Kolo, Faculty of Arts
Paris Morin, Faculty of Business
Harley Vanselow, Faculty of Engineering
Jack Zhang, Faculty of Medicine and Dentistry
Alex Kwan, Faculty of Pharmacy and Pharmaceutical Sciences
Matthew Fung, Faculty of Science
Danny Gomez, Faculty of Nursing
Colin Mulholland, Faculty of Native Studies
Wajiha Islam, Faculty of Business

Final Amended Item: 4

Agenda Title: **GFC ad hoc Committee on Academic Governance including Delegated Authority - Guiding Principles**

CARRIED MOTION: THAT that General Faculties Council endorse the Guiding Principles as presented by the GFC *ad hoc* Committee on Academic Governance including Delegated Authority and as set forth in Attachment 1.

Final Item: 9

Agenda Title: **Proposed Changes to the Statement on Equity in Student Affairs**

CARRIED MOTION: THAT General Faculties Council, as recommended by the GFC Academic Planning Committee, approve the proposed changes to the Statement on Equity in Student Affairs found in the section University Regulations and Information for Students/General University Policies/Statement on Equity in Student Affairs of the *University Calendar* as submitted by the Office of the Registrar and as set forth in Attachment 1, as amended, to take effect upon final approval.

Final Amended Item: 10

Agenda Title: **Proposed Changes to University Equity Statement**

CARRIED MOTION: THAT General Faculties Council, as recommended by the GFC Academic Planning Committee, recommend to the Board of Governors, proposed changes to the University Equity Statement in the Academic Staff Posting and Advertising Procedure and the Support Staff Posting and Advertising Procedure (UAPPOL) as set forth in Attachments 1 and 2, to take effect upon final approval.

Final Recommended Item: 11

Meeting of November 21, 2016

ITEM 4 - New Members of GFC

MOTION II: TO RECEIVE *[This motion may be proposed by any member of GFC]:*

The following statutory faculty member who has been elected/re-elected by their Faculty, to serve on GFC for term of office beginning immediately and ending June 30, 2019:

Alice Nakamura	Business, Alberta School of
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The following undergraduate student representatives, to serve on GFC for terms beginning immediately and ending on April 30, 2017:

John Hampson	Faculty of Arts
Adina Ilisecu	Faculty of Arts
John Evjen	Faculty of Education
Saige Godberson-Parlin	Faculty of Nursing
Andrew Steele	Faculty of Physical Education and Recreation
Jon Kolo	Faculty of Arts
Paris Morin	Faculty of Business
Harley Vanselow	Faculty of Engineering
Jack Zhang	Faculty of Medicine and Dentistry
Alex Kwan	Faculty of Pharmacy and Pharmaceutical Sciences
Matthew Fung	Faculty of Science
Danny Gomez	Faculty of Nursing
Colin Mulholland	Faculty of Native Studies
Wajiha Islam	Faculty of Business

OUTLINE OF ISSUE
Action Item

Agenda Title: **Guiding Principles of the GFC *ad hoc* Committee on Academic Governance including Delegated Authority**

Motion: THAT that General Faculties Council endorse the Guiding Principles as presented by the GFC *ad hoc* Committee on Academic Governance including Delegated Authority and as set forth in Attachment 1.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	GFC <i>ad hoc</i> Committee on Academic Governance including Delegated Authority
Presenter	Mark Loewen, Chair, and Steve Patten, Vice-Chair of the GFC <i>ad hoc</i> Committee on Academic Governance including Delegated Authority

Details

Responsibility	David Turpin, President and Chair, General Faculties Council
The Purpose of the Proposal is (please be specific)	To present for endorsement by General Faculties Council, the principles which will guide the work of the <i>ad hoc</i> committee.
The Impact of the Proposal is	To provide GFC with an update on the direction that the work of the <i>ad hoc</i> committee is taking.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	N/A
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	The <i>ad hoc</i> Committee will continue to meet on a regular basis to fulfill its mandate and will provide reports to the GFC Executive Committee and GFC on a regular basis. Final report and recommendations will be submitted to GFC on or before 30 April 2016.
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u><i>Those who have been informed:</i></u>
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> • President • Provost and Vice-President (Academic) • GFC Executive Committee – October 31, 2016
	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> • GFC <i>ad hoc</i> Committee on Academic Governance including Delegation

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	<ul style="list-style-type: none"> University Governance
Approval Route (Governance) (including meeting dates)	GFC Executive –October 31, 2016 (for recommendation)
Final Approver	GFC –November 21, 2016 (for endorsement)

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p>For the Public Good</p> <p>Institutional Values</p> <p>The University of Alberta community of students, faculty, staff, and alumni rely on shared, deeply held values that guide behaviour and actions. These values are drawn from the principles on which the University of Alberta was founded in 1908 and reflect a dynamic, modern institution of higher learning, leading change nationally and internationally.</p> <p>Above all, we value intellectual integrity, freedom of inquiry and expression, and the equality and dignity of all persons as the foundation of ethical conduct in research, teaching, learning, and service.</p> <p>We value excellence in teaching, research, and creative activity that enriches learning experiences, advances knowledge, inspires engaged citizenship, and promotes the public good.</p> <p>We value learners at all stages of life and strive to provide an intellectually rewarding educational environment for all.</p> <p>We value academic freedom and institutional autonomy as fundamental to open inquiry and the pursuit of truth.</p> <p>We value diversity, inclusivity, and equity across and among our people, campuses, and disciplines.</p> <p>We value creativity and innovation from the genesis of ideas through to the dissemination of knowledge.</p> <p>We value the history and traditions of our university, celebrating with pride our people, achievements, and contributions to society.</p> <p>Strategic Goals</p> <p>Goal: EXCEL as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning, research, and service.</p> <p>To excel and achieve our full potential as an institution and as individuals, the University of Alberta will sustain a learning and research culture that inspires, supports, and champions high professional standards and outstanding achievements in basic and applied research and scholarship, creative activity, administration, and governance. We</p>
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	<p>will ensure that learning experiences at our university are of the highest quality, based on a practice of continuous improvement and innovation in teaching. From our broad-based strength as a comprehensive, research-intensive public university, we will highlight current and emerging areas of global distinction and leadership by building a portfolio of signature areas that distinguish us from among our peer institutions and exemplify the University of Alberta's capacity to engage in big questions and global challenges.</p> <p>Goal: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p>To achieve our strategic goals, the University of Alberta will attract and steward the resources we need to excel and deliver our core teaching and research mission at the high standard expected by all Albertans. We will build on our capacities for securing new sources of operating, capital, research, and philanthropic funding. We will continue to model and advance teaching and learning in the area of environmental sustainability on our campuses and in our work. We must sustain our people by promoting health, wellness, and safety as a defining feature of the University of Alberta's learning and working experience, and by maintaining and enhancing the university's essential teaching, learning, and research infrastructure. Continuous improvement and cross-unit engagement and co-operation will define our approach to governance and administration to ensure that our systems, policies, and procedures facilitate the achievement of our shared goals.</p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institutions as a whole to achieve shared strategic goals.</p> <p>Strategy i: Encourage transparency and improve communication across the university through clear consultation and decision-making processes, substantive and timely communication of information, and access to shared, reliable institutional data.</p> <p>Strategy ii: Ensure that individual and institutional annual review processes align with and support key institutional strategic goals.</p> <p>Strategy iii: Consolidate unit review and strategic planning processes, and where possible, align with accreditation processes, to ensure efficient assessment practices.</p> <p>Strategy iv: Facilitate easy access to and use of university services and systems; reduce duplication and complexity; and encourage cross-institutional administrative and operational collaboration.</p> <p>Strategy v: Develop a set of equitable, meaningful, and relevant measures to monitor our progress toward strategic goals and develop the tools required to report on them.</p>
Compliance with Legislation,	1. Post-Secondary Learning Act (PSLA)

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Policy and/or Procedure
Relevant to the Proposal
(please quote legislation and
include identifying section
numbers)

“Powers of general faculties council”

26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to

- (a) exercise any power of a faculty council that the general faculties council considers desirable to exercise;
- (b) consider and make decisions on the reports of the faculty councils as to the programs of study in the faculties;
- (c) determine all programs of study to which clause (b) does not apply that are to be offered by the university for credit toward the requirements for any degree or diploma;
- (d) determine the timetables for examinations and for lectures and other instruction in each faculty;
- (e) consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties;
- (f) provide for the granting and conferring of degrees other than honorary degrees;
- (g) provide for the preparation and publication of the university calendar;
- (h) hear and determine appeals from the decisions of faculty councils on applications, requests or petitions by students and others;
- (i) consider all matters reported to it by any faculty council and communicate its opinion or action on those matters to the faculty council concerned;
- (j) determine the date for the beginning and end of lectures in the university and also the beginning and end of each university term;
- (k) make rules and regulations for the management and operation of libraries;
- (l) recommend to the board the establishment of faculties, schools, departments, chairs and programs of study in the university in any subject that the general faculties council thinks fit;
- (m) make rules and regulations respecting academic awards;
- (n) determine standards and policies respecting the admission of persons to the university as students;
- (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university;
- (p) authorize lecturing and teaching on the university premises by persons other than members of the staff of the university;
- (q) authorize a school to have a school council of the same nature and with the same powers, duties and functions as a faculty council and, in its discretion, revoke any authority so given.

(2) Any recommendations from the general faculties council to the board must be transmitted to the board through the president.

(3) A general faculties council may delegate any of its powers, duties

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and functions under this Act, including the powers referred to in section 31, as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation.”

2. General Faculties Council Terms of Reference / 3. Mandate “Powers Retained by General Faculties Council”

All powers and responsibilities under Section 26 of the PSLA not expressly delegated now or in the future shall be retained by General Faculties Council. (GFC 02 DEC 1966)

The issues which remain with GFC or which would be referred by a Standing Committee to GFC would generally be in the nature of the following:

- high level strategic and stewardship policy issues or matters of significant risk to the University;
- alterations to the mandate, terms of reference, composition, or structure of a Standing Committee;
- those things which a Standing Committee considers to be of major strategic significance to or long-term impact on the University;
- those matters on which, in the opinion of a Standing Committee chair, there has been a strong division of opinion within the Standing Committee; and
- issues in which there is a lack of clarity as to which Standing Committee is responsible.

3. General Faculties Council *ad hoc* Committee on Academic Governance including Delegation Terms of Reference

“1. To examine the terms of reference of all GFC standing committees paying particular attention to:

- Mandate (structured appropriately? Duplication? Gaps? Current practice)
- Delegated authority
- Committee composition (appropriate size and membership)
- Current context

2. To identify the key elements in each GFC Standing Committee’s role as it relates to the responsibilities and efficacy of the overall academic governance of GFC.

3. To initiate discussion on any other matters the ad hoc committee considers relevant to its purpose and to provide recommendations on other matters related to academic governance that arise during the review.

4. To be informed by the GFC discussions in 2015-16 (March 21 materials and minutes; May 2 materials and minutes), including documents such as ‘A Reflection on the State of Academic Governance at the University of Alberta’ and other literature and best practices in the field.”

4. GFC Executive Committee Terms of Reference/3. Mandate of

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	<p>the Committee: “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council.” [...]</p> <p>“Agendas of General Faculties Council GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda.</p> <p>When ordering items, the GFC Executive Committee will be mindful of any matters that are of particular concern to students during March and April so that the student leaders who bring those items forward are able to address these items at GFC before their terms end. (EXEC 06 NOV 2006) [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, however, the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”</p>
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Attachments (each to be numbered 1 - 2)

1. Attachment 1- GFC ad hoc Committee on Academic Governance including Delegation – Guiding Principles (2 pages)

Prepared by: Meg Brolley, General Faculties Council (GFC) Secretary, meg.brolley@ualberta.ca



***Ad hoc* Committee on Academic Governance including Delegated Authority** **Guiding Principles**

Introduction

Charged, as it is, with making recommendations with regard to academic governance, the *ad hoc* committee began its work by identifying some of the core ‘guiding principles’ that should inform its deliberations.

We understand ‘governance’ as the processes through which an organization defines and achieves its mandate. This includes making decisions with regard to the structures, policies, and practices of decision-making, the exercise of authority, and the mechanisms of accountability.

University governance is multi-level and bicameral. Provincial legislation – the Post-Secondary Learning Act (PSLA) – sets the framework for university governance. At the institutional level, the PSLA prescribes that UAlberta will have bicameral institutions of governance – that is, there are two governing bodies. The Board of Governors (the Board) oversees the business affairs of the institution – from appointing the President, through to approving budgets, investment strategies, collective agreements, and long-range strategic planning. The General Faculties Council (GFC) oversees ‘academic affairs’.

To understand the operations of the university, it is important to note the distinction between ‘governance’ and ‘administration’. While the Board and GFC set policies and establish broad directions for the institution, the university’s senior executive team is responsible for administrative operations, including operational policies and decisions. And this is replicated at the Faculty and Departmental levels across the university. Good governance requires collegial practice at all levels including the Board, the executive and all members of the institution.

This *ad hoc* committee’s mandate pertains to reviewing academic governance at the institutional level. Thus, we are to remain focused on the operations of GFC and its standing committees (including the delegation of authority from GFC, the mandate and structure of committees, and related matters).

But, as a matter of principle, we embrace a reasonably expansive understanding of ‘academic affairs’ and, thus, GFC’s mandate. We support the notion that GFC must have the capacity to defend its legitimate role with regard to issues that exist at the boundary between governance and administration, as well as between Board and GFC responsibilities. We also support the notion that GFC should have early opportunities to influence strategic decisions and directions that are set by the Board or administration, but impinge on academic affairs.

Guiding Principles

As a committee, we are committed to the principles of ‘collegial academic governance’. These principles include:

- A desire to build mutual understanding of common goals and shared purpose – operationalized in numerous ways, including the adoption of an institutional strategic plan.
- A commitment to inclusive and participatory governance decision-making.
- A desire to facilitate meaningful individual-level engagement in governance processes.
- A commitment to openness, transparency, and respectful communication.
- A commitment to responsiveness, respect, and reciprocity between governing bodies and between governing bodies and university administration.

Further Guiding Elements

Guided by these principles, we begin our deliberations in agreement on the following:

- GFC must take seriously its responsibility for academic affairs, and commit to showing leadership on emerging issues and serving as a forum for discussing and taking decisions in the interest of academic freedom, and excellence in research, creativity, and teaching and learning.
- While the standing Committees of GFC should have real power to make (or initiate) substantive decisions, a commitment to regular and reciprocal communication should position GFC to ensure that its members retain the capacity to bring significant issues to the floor of GFC for debate and decision. Standing Committee chairs have a responsibility to identify issues that Standing Committee members feel are deserving of discussion by full GFC.
- The composition of GFC Standing Committees should reflect the principle of meaningful representation of elected, appointed, and ex officio, and student, staff, and faculty membership.
- While ensuring appropriate checks and balances are in place, appropriate consultations occur, and competing interests are always considered, GFC's committee structure and decision making processes should be designed to ensure streamlined pathways for the consideration and, when desired, approval of proposals flowing from Faculties and other units within the University.
- Meetings of GFC must be conducted in a manner that encourages participation and engagement.
- Members of GFC, whether they are elected, appointed, or ex officio, student, staff, or faculty, should be encouraged to represent the interests of any 'constituency' with which they are affiliated, while also considering competing interests and striving to consider (and define) the broader institutional interest.

This overview of the *ad hoc* committee's guiding principles is, in many ways, incomplete, but it reflects our starting point for considering the many issues before us.

OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposed Changes to the Statement on Equity in Student Affairs**

Motion: THAT General Faculties Council, as recommended by the GFC Academic Planning Committee, approve the proposed changes to the Statement on Equity in Student Affairs found in the section University Regulations and Information for Students/General University Policies/Statement on Equity in Student Affairs of the *University Calendar* as submitted by the Office of the Registrar and as set forth in Attachment 1, as amended, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Provost and Vice-President (Academic), and Vice-Provost and University Registrar
Presenter	Lisa Collins, Vice-Provost and University Registrar

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To revise the Student Statement on Equity to reflect changes to <i>Alberta Human Rights</i> Legislation and changing norms in diversity and equity within the academy.
The Impact of the Proposal is	The proposed changes align with the University Statement on Equity which is used on all academic and support staff job postings as outlined in the UAPPOL Procedures for Academic Staff Posting and Advertising and Support Staff Posting and Advertising .
Replaces/Revises (eg, policies, resolutions)	Revises Statement on Equity in Student Affairs and the General Admission Requirements of the <i>University Calendar</i>
Timeline/Implementation Date	2017-2018 <i>University Calendar</i>
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	The revised Statement on Equity in Student Affairs would be included in the 2017-18 University Calendar.
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u>Those who have been informed:</u> <ul style="list-style-type: none"> Jay Spark Vice-Provost & Associate VP (HR) and the Office of Faculty Relations - August 19, 2015
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> Heather Zwicker, Vice-Provost Interim Dean, FGSR - August 20, 2015 Employment and Equity Advisory Committee (HRS) - September 17, 2015 Jax Oltean, University General Counsel - September 21, 2015

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	<ul style="list-style-type: none"> • Mike MacGregor, Vice Provost and Associate Vice-President, Information Services and Technology - September 26, 2015 • Dr. Fraser Brenneis, Vice-Dean, Education, Faculty of Medicine and Dentistry - December 23, 2016 • Dr. Lise Gotell, Acting Dean, Faculty of Arts - December 23, 2016 • Roger Graves, Director, Centre for Teaching and Learning - December 23, 2015 • Cody Bondarchuk, VP External, Students Union – February 8, 2016 • Harsh Thaker, Graduate Students Association – February 8, 2016 • Human Resource Services Team – March 7, 2016 • Vice-Provost Council – April 4, 2016 • Council on Aboriginal Initiatives - April 17, 2016 • Phyllis Clark, VP Finance and Administration – April 26, 2016 • President’s Executive Committee (Operations) - April 28, 2016 • Brad Hamdon, University General Counsel – April 29, 2016 • Committee on the Learning Environment - June 1, 2016 • Dean’s Council – June 1, 2016 • Academic standards committee - May 19, 2016 – For review/advice • Employment and Equity Advisory Committee – August 9, 2016
<p>Approval Route (Governance) (including meeting dates)</p>	<p><u>Those who are actively participating:</u> The Statement on Equity Working Group is responsible for the development of the University and Student Statements of Equity. The working group is composed of Kris Wells, Chris Daberer, Institute for Sexual Minority Studies and Services Wade King, Office of Safe Disclosure and Human Rights Shana Dion, Aboriginal Student Services Centre Norma Rodenburg, Office of the Registrar Catherine Anley, Human Resource Services</p> <p>GFC Academic Standards Committee (recommendation) – September 15, 2016 GFC Academic Planning Committee (recommendation) - October 12, 2016 GFC Executive Committee - October 31, 2016 General Faculties Council - November 21, 2016</p>
<p>Final Approver</p>	<p>General Faculties Council</p>

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><i>For the Public Good</i> Values: We value diversity, inclusivity, and equity across and among our people, campuses, and disciplines.</p> <p>GOAL: BUILD a diverse, inclusive community of exceptional students, faculty, and staff from Alberta, Canada, and the world.</p>
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	<p>Objective 1: Build a diverse, inclusive community of exceptional undergraduate and graduate students from Edmonton, Alberta, Canada, and the world.</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<ol style="list-style-type: none"> 1. The Alberta Human Rights Act: defines 13 grounds for protection of rights in five areas including employment practices, applications and ads (Preamble; Section 3(1)): <p>“WHEREAS it is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;</p> <p>Discrimination re publications, notices 3(1) No person shall publish, issue or display or cause to be published, issued or displayed before the public any statement, publication, notice, sign, symbol, emblem or other representation that</p> <ol style="list-style-type: none"> (a) indicates discrimination or an intention to discriminate against a person or a class of persons, or (b) is likely to expose a person or a class of persons to hatred or contempt because of the race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons. 2. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)). Further, the <i>PSLA</i> gives the Board of Governors authority over certain admission requirements and rules respecting enrolment (Sections 60(1)(c) and (d)). The Board has delegated its authority over admissions requirements and rules respecting enrolment to GFC. GFC has thus established an Academic Standards Committee (GFC ASC). 3. GFC Academic Standards Committee Terms of Reference (3. Mandate) <p>“The ASC is responsible for making recommendations and/or for providing advice to GFC, its Executive Committee, and/or the GFC Academic Planning Committee (APC) on the matters set out below, which include such areas as admissions and transfer, including admission and transfer to Faculties, admission of Open Studies students, academic standing policies and general university admission policies, and all institutional marking and grading policies and/or procedures.”</p> <p>[...]</p> <p>“B. Admission and Transfer, Academic Standing, Marking and Grading, Term Work, Examinations, International Baccalaureate (IB), Advanced Placement (AP)</p> <ol style="list-style-type: none"> i. All proposals from the Faculties or the Administration related to

admission and transfer, to the academic standing of students, to institutional marking and grading policies and/or procedures and to term work policies and procedures are submitted to the Provost and Vice-President (Academic) (or delegate) who chairs the GFC Academic Standards Committee. ASC will consult as necessary with the Faculties and with other individuals and offices in its consideration of these proposals. (GFC 29 SEP 2003) (GFC 31 MAY 2005) (EXEC 04 DEC 2006)

[...]

v. ASC provides advice or recommends to APC on general University admission or transfer policies affecting students, including policies which affect Open Studies.”

4. GFC Academic Planning Committee Terms of Reference (3. Mandate)

“7. Admission, Transfer and Academic Standing

a. To consider advice or recommendation from the GFC ASC on proposals for the establishment of or change to general University admission or transfer policies affecting students, including policies affecting Open Studies students, and to act for GFC in approving policies which in APC’s view are minor or routine; and to recommend to GFC on proposals involving major change.”

5. GFC Executive Committee Terms of Reference

“5. Agendas of General Faculties Council

GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]

When recommendations are forwarded to General Faculties Council from APC, the role of the Executive shall be to decide the order in which items should be considered by GFC. The Executive Committee is responsible for providing general advice to the Chair about proposals being forwarded from APC to GFC.”

6. UAPPOL Admissions Policy

Those responsible for admissions decisions will interpret and apply the established admission requirements and regulations, in a transparent process, in order to admit the best-qualified applicants from the total number of applicants who are eligible for admission, in accordance with Faculty enrolment targets or program quotas. The basis on which a student is admitted, and any academic provisions of admission, will not diminish or eliminate that student's rights and responsibilities, as detailed in the University Calendar.

Attachments (each to be numbered 1 - 2)

1. Attachment 1 (pages 1 - 2) Proposed Changes to Statement on Equity in Student Affairs

Prepared by: Kate Peters, Portfolio Initiatives Manager, Office of the Provost and Vice-President Academic

Office of the Registrar
Proposed Calendar Change

University Regulations and Information for Students /
General University Policies/Statement on Equity in Student Affairs /
Statement on Equity in Student Affairs

Statement on Equity in Student Affairs

~~The University of Alberta strives to provide a fair, open and supportive environment for students.~~

~~Acknowledging the diversity of the Canadian population, and the University's obligation to remain open to all sectors of society, the University of Alberta encourages applications for admission from all qualified persons including Aboriginal peoples, persons with disabilities, visible minorities, and women. In this manner the University demonstrates its commitment to improving the representativeness of its communities.~~

~~The Alberta Human Rights Act, sections 3 and 11.1, requires that no individual be discriminated against on the basis of race, religious beliefs, color, gender, physical disability, mental disability, marital status, age, ancestry, or place of origin, family status, or source of income except where the discrimination can be shown to be reasonable and justifiable. The University of Alberta recognizes and accepts its responsibility to comply with the requirements of this Act in its consideration of students for admission, promotion, and graduation. Of its own volition the University of Alberta does not discriminate on the basis of sexual orientation or political belief.~~

Subject to the limits set out in the Alberta Human Rights Act, the University of Alberta affirms its right to determine the criteria by which applicants are accepted into the University community. Individuals seeking admission to or continuance in academic programs must meet the qualifications and performance standards set out by the University's governing bodies.

University Equity Statement in Student Affairs

The University recognizes the diversity of the Canadian population and obligation to be accessible to all sectors of society. The University therefore encourages diversity and welcomes applications from all qualified persons including women, members of visible minorities, First Nations, Métis, and Inuit, persons with disabilities, and sexual and gender minorities. The University Calendar will use gender inclusive language when referring to members of the University Community. In these ways, this demonstrates the University's commitment to accommodating and improving the representativeness of its diverse communities.

The *Alberta Human Rights Act* prohibits discrimination against any person because of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation, except where the distinction can be shown to be reasonable and justifiable in the circumstances. The University of Alberta complies with the *Act* when it considers students for admission, promotion, and graduation. Of its own volition, the University of Alberta does not discriminate on the basis of political belief.

Subject to the limits set out in the *Alberta Human Rights Act*, the University of Alberta affirms its right to determine the criteria by which applicants are accepted into the University community. Individuals seeking

	<p>admission to or continuance in academic programs must meet the qualifications and performance standards set out by the University's governing bodies.</p>
<p><u>General Admission Requirements</u> (new)</p> <p>In addition to the general University admission requirements detailed below, Faculties have additional admission requirements for each program. Specific admission requirements are detailed in §16. (...)</p>	<p><u>General Admission Requirements</u> The University of Alberta strives to provide an inclusive, respectful, equitable, and supportive environment for students. See Statement on Equity in Student Affairs.</p> <p>In addition to the general University admission requirements detailed below, Faculties have additional admission requirements for each program. Specific admission requirements are detailed in Admission Requirements by Faculty (...)</p>

<p>New</p>	<p>The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.</p>
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OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposed Changes to the University Equity Statement in the Academic Staff Posting and Advertising Procedure and the Support Staff Posting and Advertising Procedure**

Motion: THAT General Faculties Council, as recommended by the GFC Academic Planning Committee, recommend to the Board of Governors, proposed changes to the University Equity Statement in the Academic Staff Posting and Advertising Procedure and the Support Staff Posting and Advertising Procedure (UAPPOL) as set forth in Attachment 1 and 2, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Provost and Vice-President (Academic); and Vice-President (Finance and Administration)
Presenter	Wayne Patterson, Executive Director and Acting Associate Vice-President (Human Resources)

Details

Responsibility	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
The Purpose of the Proposal is (please be specific)	To revise the University Equity Statement to reflect changes to <i>Alberta Human Rights</i> Legislation and changing norms in diversity and equity within the academy.
The Impact of the Proposal is	The University Equity Statement is used on all academic and support staff job postings as outlined in the UAPPOL Procedures for Academic Staff Posting and Advertising and Support Staff Posting and Advertising . The statement would reflect the language commonly used in employment equity statements and includes the addition of gender expression and gender identity which are now protected grounds in legislation. References to designated groups identified in the <i>Employment Equity Act</i> have been removed as the groups identified are now broader and align with <i>Alberta Human Rights</i> legislation. The proposed changes align with the Statement on Equity in Student Affairs in the <i>University Calendar</i> .
Replaces/Revises (eg, policies, resolutions)	Revises the defined University Equity Statement to indicate the University Employment Equity Statement in the UAPPOL Academic Staff Posting and Advertising and Support Staff Posting and Advertising .
Timeline/Implementation Date	Upon approval
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	The University Employment Equity Statement and the University Territorial Statement will be included on the Human Resource Services website.
Supplementary Notes and context	Proposed changes to the Statement on Equity in Student Affairs in the <i>University Calendar</i> will go forward with this proposal to the GFC Executive Committee and General Faculties Council. In 2011, the Board of Governors approved UAPPOL human resource policies and procedures to take effect July 1, 2011. At that time, the

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	<p>Board of Governors noted that, following approval, the respective Vice-Presidents would manage the procedures/procedural changes within the policy without having to return to the Board of Governors for ongoing approval. This authority has not been reflected in the documents to date; at this time, the proposal seeks to have this confirmed.</p> <p>In addition, the changes to the Equity Statement which align with current legislative requirements, are also an important statement of the University's position and practice in this area. Work is currently being conducted to develop a more overarching University statement.</p>
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Engagement and Routing (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <p><For further information see the link posted on the Governance Toolkit section Student Participation Protocol></p>	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Jay Spark Vice-Provost & Associate VP (HR) and the Office of Faculty Relations - August 19, 2015
	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Heather Zwicker, Vice-Provost Interim Dean, FGSR - August 20, 2015 • Employment and Equity Advisory Committee (HRS) - September 17, 2015 • Jax Oltean, University General Counsel - September 21, 2015 • Mike MacGregor, Vice Provost and Associate Vice-President, Information Services and Technology - September 26, 2015 • Fraser Brenneis, Vice-Dean, Education, Faculty of Medicine and Dentistry - December 23, 2016 • Lise Gotell, Acting Dean, Faculty of Arts - December 23, 2016 • Roger Graves, Director, Centre for Teaching and Learning - December 23, 2015 • Cody Bondarchuk, VP External, Students Union – February 8, 2016 • Harsh Thaker, Graduate Students Association – February 8, 2016 • Human Resource Services Team – March 7, 2016 • Vice-Provost Council – April 4, 2016 • Council on Aboriginal Initiatives - April 17, 2016 • Phyllis Clark, VP Finance and Administration – April 26, 2016 • President's Executive Committee (Operations) - April 28, 2016 • Brad Hamdon, University General Counsel – April 29, 2016 • Committee on the Learning Environment - June 1, 2016 • Dean's Council – June 1, 2016 • Academic standards committee - May 19, 2016 – For review/advice • Employment and Equity Advisory Committee – August 9, 2016, September 23, 2016 • Jax Oltean, University General Counsel – September 30, 2016
	<p><u>Those who are actively participating:</u></p> <p>The Statement on Equity Working Group is responsible for the development of the University and Student Statements of Equity. The working group is composed of</p>

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	<p>Kris Wells, Chris Daberer, Institute for Sexual Minority Studies and Services Wade King, Office of Safe Disclosure and Human Rights Shana Dion, Aboriginal Student Services Centre Norma Rodenburg, Office of the Registrar Catherine Anley, Human Resource Services</p>
Approval Route (Governance) (including meeting dates)	<p>GFC Academic Planning Committee - October 12, 2016 GFC Executive Committee - October 31, 2016 General Faculties Council - November 21, 2016 Board Human Resources and Compensation Committee – November 14, 2016 Board of Governors – December 16, 2016</p>
Final Approver	Board of Governors

Alignment/Compliance

Alignment with Guiding Documents	<p><i>For the Public Good</i> Values: We value diversity, inclusivity, and equity across and among our people, campuses, and disciplines.</p> <p>GOAL: BUILD a diverse, inclusive community of exceptional students, faculty, and staff from Alberta, Canada, and the world.</p> <p>Objective 1: Build a diverse, inclusive community of exceptional undergraduate and graduate students from Edmonton, Alberta, Canada, and the world.</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. The Alberta Human Rights Act: defines 13 grounds for protection of rights in five areas including employment practices, applications and ads (Preamble; Section 3(1)): “WHEREAS it is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;</p> <p>Discrimination re publications, notices 3(1) No person shall publish, issue or display or cause to be published, issued or displayed before the public any statement, publication, notice, sign, symbol, emblem or other representation that (a) indicates discrimination or an intention to discriminate against a person or a class of persons, or (b) is likely to expose a person or a class of persons to hatred or contempt because of the race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons.</p> <p>2. Post-Secondary Learning Act (PSLA):</p>

“Powers of general faculties council

26.(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to [...]

(o) make recommendations to the board with respect to [...] procedures in respect of appointments, promotions, salaries, tenure and dismissals”

4. GFC Academic Planning Committee Terms of Reference (3. Mandate)

“The Academic Planning Committee (APC) is GFC’s senior committee dealing with academic, financial and planning issues”

“15. Other

a. To recommend to the Board of Governors and/or GFC on any other matter deemed by APC to be within the purview of its general responsibility.”

5. GFC Executive Committee Terms of Reference

“5. Agendas of General Faculties Council

GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]

When recommendations are forwarded to General Faculties Council from APC, the role of the Executive shall be to decide the order in which items should be considered by GFC. The Executive Committee is responsible for providing general advice to the Chair about proposals being forwarded from APC to GFC.”

6. Board Human Resources and Compensation Committee (BHRCC) Terms of Reference:

“3. MANDATE OF THE COMMITTEE

Except as provided in paragraph 4 and in the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to, and the Board delegates to the Committee responsibility and authority for, all policies and procedures affecting staff working conditions at the University and matters for collective bargaining and related service contracts. The Committee shall also consider any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall:
(...)

(g) review and approve material changes to personnel policies of the University that are outside the regular collective bargaining process and consider trends affecting such policies;

Attachments (each to be numbered 1 - 2)

1. Attachment 1 (pages 1-4): Proposed Amendments to the Academic Staff Posting and Advertising Procedure in UAPPOL
2. Attachment 2 (pages 1-4): Proposed Amendments to the Support Staff Posting and Advertising Procedure in UAPPOL

Prepared by: Kate Peters, Portfolio Initiatives Manager, Office of the Provost and Vice-President Academic

Original Approval Date: May 13, 2011 Effective Date: July 1, 2011

Most Recent Approval Date:

Parent Policy: [Recruitment Policy](#)

Academic Staff Posting and Advertising Procedure

Office of Administrative Responsibility:	Human Resource Consulting Services and Faculty Relations
Approver:	General Faculties Council Provost and Vice-President (Academic) & Board of Governors Vice-President (Finance and Administration)
Scope:	Compliance with this university policy/procedure extends to all Academic Staff, Administrators and Colleagues; and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) Compliance with University procedure extends to all members of the University community

Overview

The University has established **posting** and **advertising** procedures for the purpose of promoting transparency in recruitment, consistency in practice and the ability to attract qualified candidates who will contribute to the achievement of the University's goals [and support the University's values. The University of Alberta hires on the basis of merit.](#)

Purpose

These procedures outline the steps that must be followed in the posting and advertising of vacancies for **Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments.**

PROCEDURE

GENERAL REQUIREMENTS ~~FOR~~ POSTING AND ADVERTISING OF JOB VACANCIES

1. Continuing academic vacancies (Faculty, Administrative Professional Officer, Faculty Service Officer, and Librarian) will be posted on University of Alberta Careers website for a minimum of five business days.
2. Subject to the provisions of individual agreements for Temporary Appointments (Categories A2.0 and A3.0), it is recommended that temporary academic opportunities greater than one year be posted.
3. The University is committed to the principle of employment equity and welcomes applications from [all qualified persons including women, members of visible minorities, First Nations, Metis and Inuit, persons with disabilities and sexual and gender minorities the designated groups.](#)
4. **Postings and advertisements** for vacancies at Faculté Saint-Jean may appear in English, French or both. Where the advertisement is in French, it will clearly state the requirement for oral and written competency in English.
5. Advertisements will appear simultaneously or later than postings on University of Alberta Careers website.
6. Postings and advertisements for faculty will include the Canadian preference **proviso statement** unless administrative duties comprise 51% or greater of the position.

WAIVERS AND EXCEPTIONS TO POSTING

7. In exceptional circumstances, the posting requirements for continuing academic positions may be waived with the prior approval of the Provost and Vice-President (Academic). The Provost and Vice-President (Academic) will advise the AASUA of the decision and report all waivers to the General Faculties Council annually. Requests for waiver of posting should be submitted to Human Resource Consulting Services.

8. Posting is not required when an incumbent's position is reclassified or converted from Support Staff to Administrative Professional Officer (unless a **foreign national** holds the position).

RULES RELATED TO FOREIGN NATIONALS

9. As per the federal government immigration advertising requirements, posting and advertising cannot be waived if foreign national applicants are to be considered.

- a. Advertisements must appear in **designated Canadian national media**.
- b. Any position in which teaching comprises 50% or more of the position must be advertised for a minimum of 30 days in the Canadian Association of University Teachers Bulletin and University Affairs (print or website) before foreign national applicants can be considered within the competition.
- c. International advertisements must appear simultaneously or later than Canadian advertisements. The number of international media advertisements must not exceed the number of Canadian national advertisements.

UNIVERSITY EQUITY STATEMENT

10. All postings and advertisements will include the **University Employment Equity Statement**.
11. In **cross appointments**, the name of the external organization or institution may be included in the University Equity Statement or the equity statement of the external organization or institution may appear in conjunction with the University Equity Statement.

INITIATING THE PROCESS

12. If the hiring unit uses the services of a **search consultant**, the consultant must work with Human Resource Consulting Services and will follow the approved standards and templates for University of Alberta advertisements.
13. Hiring units initiate the posting and advertising process to create a new competition.
14. All postings and advertisements will include:
 - a. Position title and appointment category
 - b. Department/Unit
 - c. Major responsibilities and accountabilities
 - d. Rank (for Faculty, FSO and Librarian positions)
 - e. Required academic qualifications, knowledge, skills and abilities
 - f. Term of employment (if applicable)
 - g. Deadline date for applications or date when the application review process will begin
 - h. Contact information

ROLE OF HUMAN RESOURCE CONSULTING SERVICES

15. Human Resource Consulting Services will review and approve all postings and advertisements to:
 - a. Ensure the content is accurate and the information and advertising complies with federal government immigration requirements (where applicable)
 - b. Confirm rank and salary range (if applicable)
 - c. Ensure compliance with the University's posting and advertising standards and templates

ADVERTISING

16. If advertising is required, Human Resource Consulting Services will submit the approved advertising copy to the advertising agency for proofs and cost quotes.
17. Upon receipt of the proofs and cost quotes, the hiring unit will advise the advertising agency and Human Resource Consulting Services of the approved cost quotes and any final edits to the proof. The cost of advertising is the responsibility of the hiring unit.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended

institution-wide use. ▲Top	
Posting	The placement of an advertisement for the recruitment of staff on the University of Alberta Careers website (careers.ualberta.ca).
Advertising	The placement of an advertisement for the recruitment of staff in appropriate media outside of the University to provide the greatest pool of qualified applicants.
Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments	See <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> (categories A1.0 to A3.4)
Designated Groups	Women, Aboriginal persons, persons with disabilities, and visible minorities.
Postings	An internal communication designed for the recruitment of staff placed on the University of Alberta Careers website (careers.ualberta.ca).
Advertisements	An external communication designed for the recruitment of staff in appropriate media outside the University to provide the greatest pool of qualified aplicants applicants.
Proviso Statement	"All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority."
Foreign National	Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements).
Designated Canadian National Media	Print, electronic or other media chosen by the hiring unit to provide the greatest pool of qualified applicants and accepted as Canadian (national) media for the purposes of Service Canada's Labour Market Opinion.
University Employment Equity Statement	The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities and Aboriginal persons. The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.
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 under the <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> who hold an unpaid appointment in another department on campus.
Search Consultant	A member of an external agency contracted by the University to undertake

	recruitment.
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FORMS

There are no forms for this Procedure. ▲Top

RELATED LINKS

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[University of Alberta Careers](#) (University of Alberta)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#)

[Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff \(UAPPOL\)](#)

Original Approval Date: May 13, 2011 Effective Date: July 1, 2011

Most Recent Approval Date:

Parent Policy: [Recruitment Policy](#)

Support Staff Posting and Advertising Procedure

Office of Administrative Responsibility:	Human Resource Consulting Services
Approver:	Vice-President (Finance and Administration) Board of Governors
Scope:	Compliance with this university policy/procedure extends to all Academic Staff, Administrators and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B). Compliance with University procedure extends to all members of the University community

Overview

The University ~~has~~ establishes ~~ad~~ **posting** and **advertising** procedures ~~to~~ ~~for the purpose of~~ promoting transparency in recruitment, consistency in practice and ~~the ability~~ to attract qualified candidates who will contribute to the achievement of the University's goals **and support the University's values**. [The University of Alberta hires on the basis of merit.](#)

Purpose

~~These~~ procedures ~~outline~~s the steps that must be followed ~~for in the~~ posting and advertising ~~of~~ vacancies ~~in for~~ **support staff** positions. The procedures ~~comply are in compliance~~ with the *Collective Agreement between the Non-Academic Staff Association and the Governors of the University*.

PROCEDURE

GENERAL REQUIREMENTS ~~FOR IN~~ POSTING AND ADVERTISING JOB VACANCIES

Longer than 12 Months

- Once it has been determined that a vacant position of longer than 12 months in duration will be filled, that position will be posted, unless one of the following occurs in order of precedence:
 - There is an individual performing the duties who was appointed by virtue of a posting (change in employee type), or
 - The position will be filled due to a duty to accommodate, or
 - It is a Non-Academic Staff Association (NASA) bargaining unit position and will be filled through redeployment or recall, or
 - The parties (NASA and the University) agree to waive the posting procedure on a bargaining unit position.Postings will be on the University of Alberta Careers website for a minimum of five days.

12 Months or Less

- For vacancies of 12 months or less:
 - The vacancy can be posted at the manager's discretion. Such a posting will be classified as casual.
 - The manager may determine that it is appropriate to fill a vacancy that will last 6 to 12 months with a temporary transfer or promotion of a current employee.
 - Candidates from the immediate work group are eligible to express their interest.

ii. Where the supervisor deems it appropriate, individuals in other work groups may be invited to express their interest.

iii. The invitation to apply will normally include;

1. Position title
2. Department/Unit
3. Major responsibilities and accountabilities;
4. Qualifications, which may include education, experience and/or equivalent combination, knowledge, skills and abilities;
5. Expected duration;
6. Salary range;
7. Deadline date for expression of interest and method of application; and
8. Information about the selection process.

3. The University is committed to the principle of employment equity and welcomes applications from all qualified persons including women, members of visible minorities, First Nations, Metis and Inuit, persons with disabilities and sexual and gender minorities-the designated groups.

4. A manager may choose to restrict eligibility for a position to applicants internal to the University.

5. Postings and advertisements for vacancies at Faculté Saint-Jean may appear in English, French or both. Where the advertisement is French, it will clearly state the requirement for oral and written competency in English.

6. Advertisements will not precede postings on the University of Alberta Careers website.

7. As per the federal government immigration advertising requirements posting and advertising cannot be waived if **foreign national** applicants are to be considered.

a. Advertisements must appear in **designated Canadian national media**.

b. International advertisements must not precede Canadian advertisements. The number of international media advertisements must not exceed the number of Canadian national advertisements.

UNIVERSITY EMPLOYMENT EQUITY STATEMENT

8. All postings and advertisements will include the **University Employment Equity Statement**.

INITIATING THE PROCESS

9. If the hiring unit uses the services of a **search consultant**, the consultant must work with Human Resource Consulting Services and will follow the approved standards and template for University of Alberta advertisements.

10. Hiring units initiate the posting and advertising process to create a new competition.

11. All postings and advertisements will include:

- a. Position title and type
- b. Department/Unit
- c. Major responsibilities and accountabilities
- d. Qualifications, which may include education, experience and/or equivalent combination, knowledge, skills and abilities;
- e. Term of employment (if applicable)
- f. Salary range
- g. Deadline date for applications, if applicable
- h. Contact information

ROLE OF HUMAN RESOURCE CONSULTING SERVICES

12. Human Resource Consulting Services will review and approve all postings and advertising to:

- a. Ensure the content is accurate and reflects the current job through cross referencing the job fact sheet and the job evaluation

- b. Ensure the content is accurate and the information and advertising reflects **bona fide occupational requirements** and complies with federal government immigration requirements (where applicable)
- c. Confirm the salary range and/or evaluation level
- d. Ensure compliance with the University's posting and advertising standards and templates
- e. Screen for accommodation and recall obligations under the NASA Collective Agreement

ADVERTISING

13. If advertising is required, Human Resource Consulting Services will submit the approved advertising copy to the advertising agency for proofs and cost quotes.

14. Upon receipt of the proofs and cost quotes, the hiring unit will advise the advertising agency and Human Resource Consulting Services of the approved cost quotes and any final edits to the proof. The cost of advertising is the responsibility of the hiring unit.

DEFINITIONS

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

Posting	An internal communication designed for the recruitment of staff placed on the University of Alberta Careers website (careers.ualberta.ca).
Advertising	An external communication designed for the recruitment of staff in appropriate media outside the University to provide the greatest pool of qualified applicants.
Support Staff	See <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
Designated Groups	Women, Aboriginal persons, persons with disabilities, and visible minorities as defined in the <i>Employment Equity Act</i>,...
Foreign National	Any individual who is not a Canadian Citizen or Permanent Resident of Canada. (Permanent Resident must continue to meet residency requirements).
Designated Canadian National Media	Print, electronic or other media chosen by the hiring unit to provide the greatest pool of qualified applicants and accepted as Canadian (national) media for the purposes of Service Canada's Labour Market Opinion.
University Employment Equity Statement	The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply. The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities and Aboriginal persons."
Search Consultant	A member of an agency contracted by the University to undertake recruitment.
Bona Fide Occupational Requirement (BFOR)	A standard or rule that is integral to carrying out the functions of a specific position. For a standard to be considered a BFOR, an employer has to establish that any accommodation or changes to the standard would create

an undue hardship.

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[University of Alberta Careers](#) (University of Alberta)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues](#)

[Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff \(UAPPOL\)](#)