

Approval Authority General Faculties Council	
Implementation Authority President	4 Procedure..... 2
Effective Date February 1, 2017	5 Parent Policy..... 3
Last Revision N/A	6 Related Procedures 3
	7 References..... 3H

- 1 Purpose** The purpose of this procedure is to outline the process for the addition of Academic Appointments to Senior Leadership Team positions.
- 2 Scope** The procedure applies where the decision has been made to hire a candidate to a Senior Leadership Team position (other than Dean) and where an Academic Appointment is required to be added in conjunction with the Senior Leadership Team position.
- The procedure for adding Academic Appointments to Decanal positions is outlined in Procedure for the Appointment and Reappointment of Deans.
- 3 Definitions** In this procedure:
- a) "Academic Appointment" means an appointment of an employee as Academic Staff.
 - b) "Academic Staff" means an individual who is engaged to work for the University and is

- g) "Senior Leadership Team (SLT)" means the employees of the University who, at the relevant time, are designated as members of the Senior Leadership Team.
- h) University means the University of Calgary.

4 Procedure

Adding an Academic Appointment to a Senior Leadership Team Position

- 4.1 The President or Vice President about to hire a candidate to a Senior Leadership Team position (other than a Dean) where an Academic Appointment is required to be made in conjunction with the Senior Leadership Team position, shall advise the Dean of the Home Faculty.
- 4.2 The Dean of the Home Faculty shall establish an Advisory Committee to assess the candidate's curriculum vitae and any supporting materials and to make a

- 4.10 If a majority of the Advisory Committee members agree on a recommendation, there is no requirement that the Advisory Committee meet.
- 4.11 Notwithstanding Article 4.10, a majority of the Advisory Committee members may decide to hold a meeting either by telephone, teleconference or in-person to deliberate prior to making a recommendation.
- 4.12 The Advisory Committee will include with its recommendation a briefing on the work of the Advisory Committee.
- 4.13 The Advisory Committee may recommend:
- a) That an Academic Appointment be offered at a specific rank and with tenure, if a majority of the Advisory Committee supports such an offering;
 - b) That an Academic Appointment be offered at a specific rank and without tenure, if a majority of the Advisory Committee supports such an offering; or
 - c) That an Academic Appointment not be offered, if a majority of the Advisory Committee does not support the offering of an Academic Appointment.
- 4.14 The President or Vice President may:
- a) Accept the recommendation of the Advisory Committee that the Academic Appointment at a specific rank with tenure be offered, and offer the Academic Appointment with tenure;
 - b) Accept the recommendation of the Advisory Committee that the Academic Appointment at a specific rank without tenure be offered, and offer the Academic Appointment without tenure; or
 - c) Accept the recommendation of the Advisory Committee that the Academic Appointment not be offered and decline to offer the Academic Appointment. The President or Vice President may still offer the Senior Leadership Team Position without the Academic Appointment.
- 4.15 The letter of offer relating to the Academic Appointment will come from the office of the Provost and Vice President (Academic).

- 5 Parent Policy [Appointment and Reappointment of Deans Policy](#)
- 6 Related Procedures [Appointment and Reappointment of Deans, Procedure for the](#)
- 7 References [Post-Secondary Learning Act](#), SA 2003, c P-19.5

8