

 <b>DALHOUSIE UNIVERSITY</b> <i>Inspiring Minds</i>  <b>UNIVERSITY POLICY REGARDING ACADEMIC APPOINTMENTS</b>	<i>Policy Sponsor:</i> Board of Governors	<i>Approved Date:</i> Senate: June 10, 2013 Board: June 25, 2013
	<i>Responsible Unit:</i> President's Office	<i>Revisions:</i>

**A. Background & Purpose**

As a leading Canadian comprehensive research intensive academic institution, Dalhousie requires a variety of academic appointments to carry out its mission. Dalhousie recognizes the importance of its academic community and insists upon rigor in its academic appointments processes.

The purpose of this policy is to establish a single reference point for all academic appointments. It is intended to clarify the processes required by Dalhousie for valid academic appointments.

**B. Application**

This policy applies to all academic appointments at Dalhousie.

This policy does not address the terms and conditions of employment underlying most academic appointments. It does not replace Dalhousie's Collective Agreements or other employment contracts of arrangements, the terms of which are paramount in the event of conflict.

**C. Definitions**

1. **Academic Appointment** – a status at Dalhousie University reserved exclusively for individuals who have academic qualifications and whose primary responsibilities are of an academic nature. These include:
  - a. **Indefinite Academic Appointment** – an academic appointment with Tenure, as Continuing Instructor, Continuing Counsellor or Professional Librarian without term.
  - b. **Limited-term Appointment** - an academic appointment with a fixed termination date. Limited-term appointments cannot be converted into other kinds of appointments.

c. **Tenure Stream Appointments**

- i. **Probationary Tenure-Track (PTT)** - the first academic appointment in the traditional academic stream, normally three years in duration, with a fixed termination date. Consideration for reappointment to a tenure-track appointment occurs as of right during a PTT appointment.
- ii. **Tenure-Track (TT)** - the second academic appointment in the traditional academic appointment stream, normally three years in duration, with a fixed termination date. Consideration for appointment with tenure occurs as of right during a TT appointment.
- iii. **Tenure** - an academic appointment with a traditional workload profile without a fixed termination date.

d. **Instructor Appointments**

- i. **Probationary Instructor** -the first and the second academic appointments in the teaching-only stream, each normally three years in duration. Probationary Instructor appointments have fixed termination dates.
- ii. **Continuing Instructor** - a teaching-only academic appointment without a fixed termination date.

e. **Librarian Appointments**

- i. **Probationary Professional Librarian** - the first and the second academic appointments in the Professional Librarian stream, each normally three years in duration. Probationary Professional Librarian appointments have fixed termination dates.
- ii. **Professional Librarian Without Term** - a Professional Librarian academic appointment without a fixed termination date.

f. **Counsellor Appointments**

- i. **Probationary Counsellor** - the first and the second academic appointments in the Professional Counsellor stream, each normally three years in duration. Probationary Counsellor appointments have fixed termination dates.
- ii. **Continuing Counsellor** - a Counsellor academic appointment without a fixed termination date.

- g. **Faculty of Medicine Clinical Appointments**
  - i. **Continuing Appointment with Annual Academic Career Development (Continuing Clinical Appointments)** - an academic appointment for clinical faculty members in clinical departments of the Faculty of Medicine that does not confer employment status.
  - ii. **Academic Unpaid Appointment** - an unpaid academic appointment for clinical faculty members in the Faculty of Medicine that does not confer employment status. Normally with a fixed termination date, these appointments are made with the expectation of benefit to the University.
- h. **Part-time Appointments**
  - i. **Academic Appointment < 50%** - an academic appointment at less than .5 FTE. An academic appointment <50% normally has a fixed termination date.
  - ii. **Part-time Academic** - an academic appointment approved on a course-by-course basis.
  - iii. **Academic Support Appointments** - hourly paid academic appointments providing instruction or classroom and/or laboratory assistance to a teacher in course presentation, delivery, and/or marking. These include Teaching Assistants, Markers, Demonstrators and lab instructors.
- i. **Other Academic Appointments**
  - i. **Adjunct Appointment** - an unpaid academic appointment that does not confer employment on an appointee, but permits collaboration with an appointee with special qualifications in teaching or research. Adjunct appointments normally have fixed termination dates.
  - ii. **Professor Emeritus** - a post retirement honourific reserved for a minority of retirees following retirement from Dalhousie. Appointment as Professor Emeritus does not confer employment on an appointee.
- 2. **Academic Reappointment** - reappointments to TT, Probationary Instructor, Probationary Professional Librarian and Probationary Counsellor. Consideration for academic reappointment occurs as of right during initial full-time and regular part-time academic appointments.
- 3. **Board** - the Board of Governors of Dalhousie University.

4. **Cross Appointment** - an unpaid academic appointment made to reflect active involvement in teaching, research, or supervision of graduate students in more than one academic unit, normally with a fixed termination date.
5. **FTE** – full-time equivalency.
6. **Full-time and Regular Part-time Academic Appointments** - academic appointments equal to or greater than .5 FTE. These include PTT, TT, Tenured, Probationary Instructor, Continuing Instructor, Probationary Librarian, Librarian Without Term, Probationary Counsellor, Continuing Counsellor, and Limited-term appointments.
7. **Joint Appointment** - an academic appointment jointly held between two or more academic units, normally with a fixed termination date.
8. **Modifications to Academic Appointments** - these include changes in FTE, joint appointments, cross appointments, changes in duration of appointments, sabbatical leaves, educational leaves, special and administrative leaves, and leaves of absence, certain academic administrative responsibilities and promotions.
9. **Promotions** - these include promotion to the ranks of Assistant Professor, Associate Professor, Professor, Senior Instructor, Librarian II, Librarian III and Librarian IV.

#### **D. Policy**

1. All academic appointments shall be made in accordance with this policy and procedures.
2. All academic appointments are made to a Department, School, College, Faculty, Library or to Counselling Services.
3. All academic appointments are subject to the following approvals on behalf of the Board:
  - a. **President's Approval:** Professors Emeritus, Indefinite Academic Appointments
  - b. **Vice-President Academic's Approval:** Initial full-time and regular part-time appointments, Reappointments, and Academic Appointments <50%
  - c. **Vice-President Academic's and Dean's Approval:** Adjuncts
  - d. **Vice-President Student Services' Approval:** Indefinite Academic Appointments in Counselling Services
  - e. **Dean's Approval:** Part Time Academic Appointments, Academic Support Appointments
4. All academic appointments processes shall be made in a manner that is consistent with:
  - a. Applicable Collective Agreements;
  - b. Dalhousie's Employment Equity through Affirmative Action Policy;
  - c. Dalhousie's Principles for Fair Consideration of Hiring Designated Groups;
  - d. Dalhousie's Academic Recruitment and Selection Guidelines; and

- e. Human Resource Practices, Policies, Procedures and Guidelines.
5. Nothing in this policy derogates from Dalhousie's responsibilities under applicable collective agreements. In the event of a conflict between this policy and a collective agreement, the collective agreement prevails.

**E. Administrative Structure**

1. This policy falls under the authority of the Board. The Board has statutory power to make appointments and to establish terms and conditions associated with those appointments. The Board has delegated its authority to the President, Vice-President Academic and the Deans as set out in this policy.
2. The Vice-President Academic shall prepare and maintain accurate records of all Academic Appointments.
3. Four times annually, the Vice-President Academic shall provide an Academic Appointments Report to the Board through the Academic Affairs and Research Committee. The Vice-President Academic's Academic Appointments Report shall include the following information on Dalhousie's Academic Appointments activity during its term:
  - a. Total number, kind and FTE of new appointments;
  - b. Breakdown of PTT, TT, Tenured, Probationary, Continuing, Appointments Without Term and Continuing Clinical Appointments;
  - c. Duration of all new term appointments;
  - d. Breakdown of types of term appointments;
  - e. Modifications to existing appointments;
  - f. Retirements and Resignations; and
  - g. Other Terminations.
4. The Academic Appointments Report shall simultaneously be shared with the University Secretariat and the Chair of Senate and any other administrative departments of Dalhousie as may be determined by the Vice-President Academic from time to time.

**F. Procedures**

**F.1 Full-time and Regular Part-time Academic Appointments  $\geq$  50%**

**A. Initial Appointments**

1. All Initial full-time and regular part-time academic appointments are subject to the approval of the Vice-President Academic following recommendations from the following parties in the academic unit where the academic appointment will reside:
  - a. The appropriate committee,

- b. The Chair, Head or Director (if any), and
  - c. The Dean, Chief Librarian or Vice-President.
2. Following confirmation of the Vice-President Academic approval of the proposed initial appointment, the Dean, Vice-President or Chief Librarian shall provide the prospective appointee with a written offer on behalf of Dalhousie ('Dean's Offer').
3. Once accepted, the Dean's Offer shall be forwarded to the Vice-President Academic who shall then confirm the appointment in writing on behalf of the Board.
4. Limited-term appointments shall always be treated as initial appointments.
5. This complete process shall occur in both units where a joint appointment resides.

#### **B. Academic Reappointments**

1. All academic reappointments are subject to the approval of the Vice-President Academic following the recommendation of each of the following parties in the academic unit where the academic appointment will reside:
  - a. The appropriate committee,
  - b. The Chair, Head or Director (if any), and
  - c. The Dean, Chief Librarian or Vice-President.
2. Following the Vice-President Academic's approval of an academic reappointment, the Vice-President Academic shall communicate the decision to the appointee in writing on behalf of the Board.

#### **C. Indefinite Academic Appointments**

1. Except as set out in paragraph 9, all indefinite academic appointments are subject to the approval of the President following the recommendation of each of the following parties in the academic unit where the academic appointment resides:
  - a. The appropriate committees,
  - b. The Chair, Head or Director (if any), and
  - c. The Dean, Chief Librarian or Vice-President.
2. Indefinite academic appointments to the Counselling Services department shall be finally approved by the Vice-President, Student Services following the positive recommendation of:
  - a. The appropriate committee of the department, and
  - b. The Director of the department.

3. Following the President's or the Vice-President Student Services' decision on an indefinite academic appointment, the President or the Vice-President Student Services shall communicate the decision in writing.

#### **D. Modifications to Academic Appointments**

1. Except promotions, modifications to academic appointments are subject to the approval of the Vice-President Academic following the recommendation from the appointee's Chair, Head, Director (if any) and from the appointee's Dean or Chief Librarian or from the Vice-President Student Services, as applicable.
2. Following the Vice-President Academic's approval of proposed modifications to academic appointments, the Vice-President Academic shall communicate approval in writing with the appointee on behalf of the Board.
3. Promotions are subject to the approval of the President.
4. The President shall communicate in writing to confirm promotion decisions with the appointee on behalf of the Board.

#### **F.2 Academic Appointments <50% FTE**

##### **A. Part-Time Academic**

1. All part-time academic appointments are subject to the approval of the Vice-President Academic following the positive recommendation of the Dean of the faculty where the part-time academic appointment will reside.
2. Where part-time academic appointments are made in Faculties with Departments or Schools, the Dean shall be responsible to ensure that appropriate processes have been followed by the responsible Chair, Head or Director.
3. Upon approval, the Dean and the Vice-President Academic shall jointly confirm the part-time academic appointment with the appointee in writing.

##### **B. Academic Support Appointments**

1. All academic support appointments are subject to the approval of the Dean of the appropriate Faculty.

##### **C. Academic Appointments < 50%**

1. For academic appointments < 50%, the approval processes for initial appointments of full-time and regular part-time faculty shall apply.

2. Upon approval, the Dean and the Vice-President Academic shall jointly confirm the academic appointment <50% shall jointly confirm the academic appointment < 50% with the appointee in writing.

### **F.3 Faculty of Medicine Appointments**

#### **A. Continuing Clinical Appointments**

1. All continuing clinical appointments are subject to the approval of the Vice-President Academic following recommendations from each of the following parties in the unit(s) where the academic appointment will reside:
  - a. The appropriate committee (if any),
  - b. The Department Head, and
  - c. The Dean.
2. Following confirmation of the Vice-President Academic's approval of the continuing clinical appointment, the Dean shall provide the prospective academic appointee with a written offer on behalf of Dalhousie.
3. Once accepted, the Vice-President Academic shall confirm the continuing clinical appointment in writing on behalf of the Board.

#### **B. Academic Unpaid Appointment**

1. Academic unpaid appointments in the Faculty of Medicine are subject to the approval of the Vice-President Academic following recommendations from each of the following parties in the unit(s) where the academic appointment shall reside:
  - a. The appropriate committee (if any),
  - b. The Department Head, and
  - c. The Dean.
2. Once accepted, the Vice-President Academic shall confirm the academic unpaid appointment in writing on behalf of the Board.

### **F.4 Adjunct Appointments**

1. All adjunct appointments are subject to the approval of the Vice-President Academic following recommendations from the following parties in the unit where the academic appointment will reside:
  - a. The Chair, Head or Director (if any), and
  - b. The Dean, or the Dean of Graduate Studies where adjunct appointees shall have responsibility for supervising graduate students.



2. Following the Vice-President Academic's approval of the adjunct appointment, the Dean of the unit where the adjunct appointment will reside or the Dean of Graduate Studies where adjunct appointees shall have responsibility for supervising graduate students and the Vice-President Academic shall jointly confirm the adjunct appointment with the appointee in writing.
3. Guidelines regarding terms and conditions of adjunct appointments may be issued jointly by the Vice-President Academic and the Dean of Graduate Studies following consultation with the Senate Planning and Governance Committee, subject to this policy.

#### **F.5 Professors Emeritus**

1. All Professor Emeritus appointments are subject to the approval of the President following recommendations from the following parties in the unit where the academic appointment will reside:
  - a. The Chair, Head or Director (if any), and
  - b. The Dean.
2. Guidelines regarding terms and conditions of Professor Emeritus appointments may be issued by the President following consultation with the Senate Planning and Governance Committee, subject to this policy.