

## ACADEMIC STAFF – APPLICATION FOR SECONDMENT/EXCHANGE AGREEMENT

Type of Secondment:		
O Internal O External (Faculty/Institution being seconded to):		
Name of Academic:		
UCID:		
Department:	_Faculty:	
Rank:		
Appointment Status:		
O With Tenure O Tenure-track O Limited Term O Contingent Term		
% of Time Seconded:		
Expected Secondment Effective Date:	-	
Expected Secondment End Date:		
DETAILS OF REQUESTED SECONDMENT/EXCH	IANGE AGREEMENT	
DETAILS OF ARRANGEMENTS MADE TO COVER UNIVERSITY DUTIES AND RESPONSIBILITIES  DURING SECONDMENT/EXCHANGE AGREEMENT PERIOD (see note page 2)		
Graduate Students? No Yes – attach Proposed Arrangements for G	raduate Student Supervision form CLICK HERE	
Contract Research? No Yes – attach Arrangements for Contract Res	search form CLICK HERE	
Signature:	Date:	
(Applicant)		

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is collected/accumulated for the purposes of establishing eligibility for absence from campus under Article 18 of The Collective Agreement and recording leaves of absence. If you have any questions about the collection or use of this information, please contact Human Resources at (403) 210-9300

Name of Applicant:		
PRIMARY HEAD'S ASSESSMENT AND RECOMMENDATION TO THE DEAN		
Signature:	Date:	
PRIMARY DEAN'S ASSESSMENT AND RECOMMENDATION TO THE PROV	OST AND VICE PRESIDENT (ACADEMIC)	
Signature:	Date:	
SECONDING DEAN'S ASSESSMENT AND RECOMMENDATION		
Signature:	Date:	
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Forward to Human Resources via email to <a href="mailto:academic.contracts@ucalgary.ca">academic.contracts@ucalgary.ca</a> Attach any details of the secondment including any corresponding administrative appointment details		
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PROVOST AND VICE PRESIDENT (ACADEMIC) ASSES	SMENT AND ACTION	
Signatura	Deter	
Signature:	Date:	
Must include detailed justification and an outline of the proposed arrangements reg	arding graduate student and contract	
research supervision. They must be approved by the Head and Dean prior to being forwarded to Human Resources for the		
Provost and Vice-President (Academic) to approve.		

## Leaving the country?

CLICK HERE to obtain more information about 'Out-of-Country' coverage. If you need proof of coverage, please contact the Integrated Service Centre (ISC) at hr@ucalgary.ca or call (403) 210-9300.

## Travelling out of country on business?

**CLICK HERE** to complete the University of Calgary International Traveller Registration Form.