



ACADEMIC STAFF – APPLICATION FOR SECONDMENT/EXCHANGE AGREEMENT

Type of Secondment:

Internal External (Faculty/Institution being seconded to): _____

Name of Academic: _____

UCID: _____

Department: _____ Faculty: _____

Rank: _____

Appointment Status:

With Tenure Tenure-track Limited Term Contingent Term

% of Time Seconded: _____

Expected Secondment Effective Date: _____

Expected Secondment End Date: _____

DETAILS OF REQUESTED SECONDMENT/EXCHANGE 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 Graduate Student Supervision form* [CLICK HERE](#)

Contract Research? No Yes – attach *Arrangements for Contract Research form* [CLICK HERE](#)

Signature: _____ Date: _____
(Applicant)

Name of Applicant: _____

PRIMARY HEAD'S ASSESSMENT AND RECOMMENDATION TO THE DEAN

Signature:

Date:

PRIMARY DEAN'S ASSESSMENT AND RECOMMENDATION TO THE PROVOST AND VICE PRESIDENT (ACADEMIC)

Signature:

Date:

SECONDING DEAN'S ASSESSMENT AND RECOMMENDATION

Signature:

Date:

Forward to Human Resources via email to academic.contracts@ucalgary.ca

Attach any details of the secondment including any corresponding administrative appointment details

PROVOST AND VICE PRESIDENT (ACADEMIC) ASSESSMENT AND ACTION

Signature:

Date:

Must include detailed justification and an outline of the proposed arrangements regarding 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.