



UNIVERSITY OF
CALGARY

People and Culture

Recommendation for Administrative Appointment (Academic) Form

A Reference Guide

December 2024

Webpage: <https://www.ucalgary.ca/hr/hiring-managing/recruiting-and-hiring/recruit-and-hire-employee/academic-staff/administrative-appointments>

Overview

The Recommendation for Administrative Appointment (Academic) form is completed by the faculty or unit, on behalf of the Dean, to facilitate the recommendation process for a new academic administrative appointment. This guide illustrates how to complete the form and specifies the information that needs to be included. Please refer to the Table of Contents below for details.

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About Administrative Appointments

Academic administrative appointments encompass roles such as Department Heads, Associate Deans, Academic Program Directors, and similar positions. These are secondary appointments, meaning that normally individuals appointed to these roles already hold a primary academic appointment. In some cases, academic staff may receive an administrative appointment in a different faculty or unit, referred to as an internal secondment. These appointments allow academic staff to contribute to institutional leadership while maintaining their primary academic responsibilities.

Required Documentation

The **Recommendation for Administrative Appointment (Academic)**, previously known as the 'AE4H and AE4R,' must be completed by the faculty/unit to recommend an administrative appointment to the Provost. This form is prepared using information provided by the hiring manager.

Additionally, a **Job Description** for the administrative appointment must be submitted, detailing the specific responsibilities and terms of the role.

After completing the Recommendation form, it should be submitted along with the job description to hracadem@ucalgary.ca. People and Culture will review the submission and forward it to the Provost's Office for final approval.

Completing the Form

Details of Current Appointment

This section of the form pertains to the rank appointment held by the academic staff member. For more information, consult the hiring manager or refer to PeopleSoft and faculty reporting systems.

Prefix: Select the correct title of the employee from the drop-down menu.

Name: Enter the employee's legal First name(s), Middle name(s) (if applicable) and Last Name(s).

Employee ID (if existing): The employee ID is also known as a UCID. It is a unique identifier given to all UCalgary employees. Complications may arise if the wrong UCID is provided. The Employee ID can be obtained from the employee or searched in PeopleSoft. **This field is required if the administrative appointment is for an existing employee.**

Appointment Type: Select the applicable appointment type of the employee's rank appointment from the drop-down menu.

Expiry Date (if applicable): Select the expiry date of the employee's current rank appointment if applicable.

Rank: Select the appropriate rank of the employee.

Primary Department/Area: Select the primary department or faculty of the employee from the drop-down menu.

Recommendation for Administrative Appointment

This section of the form pertains to the administrative appointment being recommended for the academic staff member. For information required to complete this section, consult the hiring manager, or refer to PeopleSoft as indicated.

JOR: This refers to the Job Opening Request (JOR) number. A JOR is required for administrative appointments in the following scenarios:

- Hiring a new or existing appointment which requires the creation of a position number,
- Hiring into an existing appointment and the position data needs to be updated,
- Hiring into an existing appointment that needs to be posted to the Careers website.

If a JOR has been created for the administrative appointment, include the JOR number on the form.

Please see the [Job Opening Request for an Academic Administrative Appointment Reference Guide](#) for step-by-step information.

Position #: The position number is determined at the time the Job Opening Request (JOR) is approved and can be found on the *Summary and Submit* page within your Ucalgary portal.

Transaction Type: Select the transaction type from the drop-down menu:

Transaction Type	Description
Appointment	When hiring an employee into an administrative appointment for an initial term.
Reappointment	When re-hiring an employee into the same position for a duration of 1-5 years.
Extension	When re-hiring an employee into the same position for less than 1 year.
Amendment	Changes to an existing administrative appointment contract.

Job Description Attached (*required*): Select the box to confirm that the job description for the administrative appointment is attached to the form.

Start Date: Select the start date (effective date of the appointment) from the calendar pop-up.

End Date: Select the end date of the appointment from the calendar pop-up.

If Required: Select if the administrative appointment is 'Acting' or 'Interim' from the drop-down menu, if applicable.

Title: Select the correct title for the administrative appointment from the drop-down menu. If the title is not listed, input the title in the text field to the right.

Department/Area: Select the department/area from the drop-down menu.

Reports to Position #: Indicate the position number for the reports to manager for the administrative appointment. This number can be found in the position number details or the JOR.

Fractional Time Commitment to Administration: Select the FTE commitment for the appointment from the dropdown menu. If necessary, free-text entry is available but should be used only when required.

Head/Equivalent – From the drop-down menu, select 'Yes' or 'No' to specify whether the appointment qualifies as head/equivalent for administrative service accrual purposes. *An academic staff member*

carrying equivalent responsibilities to those holding appointments as **Department Head or Associate Dean** may qualify ([Article 17](#)).

Teaching Release? Check the box if a teaching release will be provided during the administrative appointment. Provide details (amount) of the teaching release in the designated field, or, if additional space is needed, use the Additional Comments section of the form.

Secondment: If the administrative appointment is outside of the employee's primary faculty, check the box to indicate that the administrative appointment is a secondment. *Note: secondments require the Dean/equivalent's signature from the seconding faculty, as well as the primary faculty.*

Will this impact any current appointments (i.e. termination)? Select 'Yes' or 'No' from the drop-down menu to indicate if acceptance of the administrative appointment will impact (terminate) any current appointments. If yes, include specific details in the Additional Comments section of the form.

Funding

This section of the form addresses the funding arrangements for the administrative appointment. For information required to complete this section, consult the hiring manager. **If this section of the form is left blank, the appointment will be assumed to be without remuneration.**

Select the primary source of funding from the drop-down menu:

- **Honorarium:** Compensation provided to an Academic staff member for performing academic administrative duties for the University.
- **Research Allowance:** Operating funds allocated to an Academic staff member for research purposes, granted in recognition of their academic administrative duties within the University.
- **Clinical/Research Supplement:** Compensation to mitigate diminished earnings incurred by assuming an academic administrative position, which detracts from clinical duties or research commitments.
- **Unpaid:** No remuneration is provided in relation to the academic administrative appointment.

Per Annum \$: Enter the annual compensation amount to be provided for the selected funding type (per annum refers to the total amount for one year).

Accounting for this position is unchanged or aligns with JOR: Check off this box if the accounting string remains unchanged from the previous appointment or aligns with the JOR indicated above on the form. If changes to the funding source are required, enter the accounting string details in the boxes as indicated.

If a secondary source of compensation is being recommended (i.e. research allowance), include the details in the next funding box, using the instructions outlined above.

Additional accounting? Provide details of any additional funding sources for the administrative appointment not captured above. If additional space is needed, include the information in the Additional Comments section of the form.

Additional Comments

Provide any additional relevant details for the appointment in the 'Additional Comments' section or include further information if additional space was required in a previous section.

Signatures/Approvals

This section confirms that the recommendation has followed the appropriate approval channels, as outlined below. **Signatures of the staff member and Dean/equivalent(s) must be obtained prior to submitting the form to People and Culture for review.** Provost signature is obtained by People and Culture and indicates approval of the administrative appointment as outlined in the Recommendation form and job description.

Digital signature is accepted by using the Fill/Sign tool – click ‘**Use the Fill/Sign Tool**’ on the form for help on using the tool.

Staff Member Name and Signature: Obtain the full name and signature of the academic staff member assuming the administrative appointment role.

RECOMMENDED by the Dean (or Administrative Equivalent) Name and Signature: Obtain the full name and signature of the Dean/equivalent for the faculty providing the administrative appointment. For a secondment, this is the Dean/equivalent of the seconding unit.

AGREED to by the Dean (or Administrative Equivalent) of Primary Faculty (*for secondments only*) Name and Signature: Obtain the full name and signature of the Dean/equivalent of the staff member’s primary faculty (rank appointment) to indicate agreement of the terms of the secondment.

ACTION of the Provost and Vice-President (Academic): The Provost’s signature indicates approval of the administrative appointment as outlined in the Recommendation form and job description.

Once all signatures and approvals have been obtained, the administrative appointment is processed in the system by People and Culture. A system notification will be sent to the staff member and reports to manager once the appointment has been entered.

Accountability

The table below outlines the roles and responsibilities of the stakeholders involved in recommending an academic administrative appointment.

<i>Employee Responsibilities</i>	Employees are responsible for signing and abiding by the terms of the administrative appointment.
<i>Faculty and Dean/Equivalent Responsibilities</i>	Faculties are responsible for creating a Job Opening Request (if applicable) and submitting the required documentation for the administrative appointment including applicable terms, job description, funding arrangements, and approvals.
<i>People & Culture Responsibilities</i>	People & Culture is responsible for: <ul style="list-style-type: none">• Reviewing the recommendation,• Obtaining approvals from the Provost and Vice-President (Academic),• Distribution of the approved administrative appointment documentation to applicable parties,• Processing the administrative appointment in the system and updating the employee file,• Advisement as required.
<i>Finance Responsibilities</i>	Finance is responsible for managing and reconciling funding and recoveries in alignment with the terms outlined in the administrative agreement, as well as position management.

Questions?

For assistance with completing the Recommendation for Administrative Appointment (Academic), contact [People and Culture](#).