

Recommendation for Administrative Appointment (Academic) Human Resources

Details of Current Appointment

Prefix: _____ First Name: _____ Middle Name: _____ Last Name: _____
 Employee ID (if existing): _____ Appointment Type: _____ Expiry Date (if applicable): _____
 Rank: _____ Primary Department/Area: _____

Recommendation for Administrative Appointment

JOR: _____ Position #: _____ Transaction Type: _____ Job Description Attached (required)
 Start Date: _____ End Date: _____ **This appointment can be terminated by either party with thirty (30) days' notice.**
 If Required: _____ Title: _____
 Department/Area: _____ Reports To Position #: _____
 Fractional Time Commitment to Administration: _____ FTE Head/Equivalent (in accordance with CA 17.1): _____
 Teaching Release? If yes, details: _____
 Secondment (appointment is outside of the primary/home Faculty)? *If yes, signature is required from Dean of primary Faculty.*
 Will this impact any current appointments (i.e. termination)? _____ *If yes, include details in Additional Comments below.*

Funding – See definitions on page 2

Funding: _____ Per Annum: \$ _____
 Accounting for this position is unchanged or aligns with JOR. *If changes to accounting are required, enter details below:*

Fund	Dept ID	Account	Internal	Project	Activity

Funding: _____ Per Annum: \$ _____
 Accounting for this position is unchanged or aligns with JOR. *If changes to accounting are required, enter details below:*

Fund	Dept ID	Account	Internal	Project	Activity

Additional accounting? Details: _____

Additional Comments

Signatures/Approvals – Use the Fill/Sign Tool

This appointment has been discussed with me and I hereby confirm that I am willing to undertake the duties and responsibilities of this position under the terms and conditions attached.

Staff Member Name: _____ Signature: _____ Date: _____

RECOMMENDED by the Dean (or Administrative Equivalent) to the Provost and Vice-President (Academic):

Name: _____ Signature: _____ Date: _____

AGREED to by the Dean (or Administrative Equivalent) of Primary Faculty (*for secondments only*):

Name: _____ Signature: _____ Date: _____

ACTION of the Provost and Vice-President (Academic):

Name: _____ Signature: _____ Date: _____

For questions, please visit the [Hiring Administrative Appointments](#) website or contact hracadem@ucalgary.ca.

Definitions

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.

Terms of Reference

1. Recommendations for the payment of honoraria to new Faculty administrative posts or changes to present honoraria must have the approval of the Provost and Vice-President (Academic).
2. The practice of splitting honoraria is not encouraged and cannot be done without the approval of the Dean of the Faculty and the Provost and Vice-President (Academic).
3. Other than Deans, honoraria paid to Faculty administrators, as opposed to Department Heads, may be increased in the same proportion as the proposed increases for Department Heads. The total honoraria in the Faculty, including the stipends paid to Deans, shall not exceed the grid for maximum allowable.

GRID GOVERNING ADMINISTRATIVE HONORARIA HEADS OF DEPARTMENTS				MAXIMUM ALLOWABLE FUNDS TO BE USED FOR ALL ADMINISTRATIVE PURPOSES		
Total Department Budget (\$000)		Minimum Honorarium (per annum)	Maximum Honorarium (per annum)	Total Faculty Budget (\$000)		Maximum Allowable (per annum)
Less than	\$1,300	\$3,250	\$4,550	Less than	\$2,500	\$26,600
From \$1,300	to \$2,500	\$5,200	\$6,500	From \$2,500	to \$4,900	\$39,000
From \$2,500	and greater	\$7,150	\$8,450	From \$4,900	to \$12,200	\$65,000
				From \$12,200	and greater	\$91,000

Comments regarding implementation of the above:

- a) Heads of Departments in the Faculty of Medicine are excluded.
- b) The three honorarium ranges for the Heads of "small", "medium" and "large" Departments are provided to allow Deans to recognize factors such as: special characteristics of certain Departments which contribute to increased responsibilities, e.g. extensive research programs supported by grant/contract funds, large graduate programs, successful implementation of new programs, outstanding leadership in program review/revision, quality of performance, experience in the position, etc.
- c) In the application of (2) and (3), Deans are required to keep on the file in the office of the Provost and Vice-President (Academic) a current job description for each administrative position other than that of Department Head, including a statement on the fractional time commitment to academic administration. e.g. 0.3 FTE, which will be interpreted as implying a one-third reduction in teaching and other normal academic responsibilities. Job description applies to ALL Administrative Appointments.
- d) With respect to (1), the Provost and Vice-President (Academic) has approved the following honorarium payments:

Assistant Deans	-\$2,600 - \$4,550 p.a. (fractional time commitment to administrative duties less than 0.5 FTE) -\$4,550 - \$8,450 p.a. (fractional time commitment to administrative duties 0.5 FTE or greater) -3,250 p.a.
Associate Deans	-\$3,250 p.a.
Area Chairs (Management)	-\$2,600 - \$4,550 p.a. (fractional time commitment to administrative duties less than 0.5 FTE) -\$4,550 - \$8,450 p.a. (fractional time commitment to administrative duties 0.5 FTE or greater) -3,250 p.a.
Program Directors (Environmental Design) Head (University Library)	-\$3,250 p.a.
Assistant Director (University Library) Associate Director (University Library)	-\$3,250 - \$4,550 p.a. -\$4,940 - \$6,175 p.a. -\$4550 - \$8,450 p.a.
Assistant Deans	-\$3,250 - \$4,550 p.a. -\$4,940 - \$6,175 p.a. -\$4550 - \$8,450 p.a.
Associate Deans	-\$3,250 - \$4,550 p.a. -\$4,940 - \$6,175 p.a. -\$4550 - \$8,450 p.a.

In formulating recommendations for honorarium payments for Assistant and Associate Deans, the following factors should be taken into consideration: the level of responsibility delegated to the position, the fractional time commitment to academic administration, other rewards like teaching load reductions, assessment of performance, experience in the position, etc.

When providing an honorarium for administrative appointments, the honorarium shall be received by the academic staff member as salary.