

LETTER OF UNDERSTANDING
between
THE BOARD OF GOVERNORS OF THE ALBERTA COLLEGE OF ART + DESIGN
and
THE ALBERTA COLLEGE OF ART + DESIGN FACULTY ASSOCIATION

Re: Academic Administrators

It is accepted that:

- Academic Administrators shall hold academic appointment in an appropriate school, and
- Such appointments reflect the expectation that Academic Administrators require substantial academic and administrative background and achievement in order to lead effectively

For the purpose of this Letter of Understanding, “Academic Administrators” means persons who would be members of the Faculty Association if they did not hold administrative positions that exclude them from the Faculty Association. These positions are exempt from the Faculty Association Collective Agreement during the term of the administrative appointment. All terms and conditions associated with the term of the Academic Administrator’s appointment shall be in accordance with the respective employment procedure.

The following academic administrative positions require academic appointment:

- Vice President, Research + Academic Affairs
- Associate Vice President, Research + Academic Affairs
- Associate Vice President, Instructional Affairs
- Chair, School of Craft + Emerging Media
- Chair, School of Visual Art
- Chair, School of Communication Design
- Chair, School of Critical + Creative Studies

Other administrative positions, such as Director, Library Services; Director, Exhibition; Director, Research + Graduate Studies; and Director, Student Recruitment + Retention, may qualify for academic appointment, depending on the qualifications of the appointees, and subject to the agreement of the Board of Governors and Faculty Association. Determination of this must be made prior to the signing of the appointment contract.

Academic appointments are made by the President + CEO and will comply with established procedures. The President + CEO retains the right to alter appointment procedures in extenuating circumstances (e.g. timing, inability of department to meet, etc.). Faculty Association members retain the right to refuse their appointment to an Academic Administrative position.

Academic Administrators shall hold an appointment within a particular school and must in all respects meet standards for appointment. When candidates for Academic Administrative positions are recruited externally, the Hiring Guidelines for Permanent Faculty will first apply, and if the candidate is found suitable for a Permanent Faculty position, the search may progress to assess suitability for the Academic Administrator role. In the case of hiring for a School Chair position, current permanent faculty shall first be considered before an external call is

made. The external call, if made, will include to sessional Faculty (who may be given preference based on experience with ACAD).

The President + CEO shall retain final decision making authority regarding approval or rejection of the recommended appointment. The evaluation procedure and probationary period for these externally recruited permanent faculty accepting Academic administrative positions shall follow the criteria set out in the Faculty Evaluation procedure for the duration of the secondment to the role of Academic Administrator, supplemented by additional criteria as required. Any additional criteria will be defined and clearly communicated at the commencement of the new appointment.

Academic administrators have the right to teach at any time if the need exists, unless their specific appointment contract specifies otherwise. Such Academic Administrator teaching assignments shall not displace faculty members' normal teaching load. Teaching terms and conditions for Academic Administrators will be consistent with those set out in the Collective Agreement.

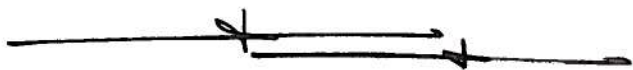
Academic Administrators seconded from the Faculty Association shall continue to advance on the grid, retain their professional development allowance, and continue to accrue service requirements towards faculty sabbatical leaves. It is agreed that Academic Administrators will return to association status with no loss of seniority at the conclusion of the appointment, and retain the right to apply for faculty sabbaticals in alignment with the sabbatical approval process. A successful application process may be enacted upon return to permanent faculty status.

Academic Administrators have the right to enter or return to the Association at the conclusion of their administrative term or upon resignation or dismissal from their administrative position. An Academic Administrator's entry or return shall have no negative impact on school or faculty cohort and may be established on a supernumerary basis to facilitate this.

If an Academic Administrator is deemed unsuitable in her/his position, the President + CEO, in consultation with the direct manager where applicable, retains sole discretion to discipline or dismiss the Academic Administrator from their administrative appointment without it being subject to grievance or arbitration under the Collective Agreement.

This Letter of Understanding remains in force for the life of the current Collective Agreement (July 1, 2013 - June 30, 2016).

Signed on behalf of:



Alberta College of Art + Design



Faculty Association

Alex Link

Print Name

D. Doer

Print Name

Feb. 3/16

Date

Feb 3, 2016

Date