

**ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION  
Policies & Procedures**

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# ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION

## Policies & Procedures

**Policy Name:** Executive Board

**Policy Number:** 1

**Purpose:** This policy is adopted pursuant to Article 5 of the Association Bylaws. The Board consists of: the President and Chair of the Board, Vice President & Treasurer, Secretary, Negotiations Advisory Committee Chairperson, Faculty Professional Affairs Committee Representative, Grievance Advisor, Communications Officer, Academic Council Representative, AUAFA Executive Representative to the Board of Governors, and AUAFA Executive Sessional Representative as established in the Association Bylaws.

**Policy:** The Executive Board shall have as its primary functions, the following responsibilities:

- a) to consider and, if appropriate, approve new policy;
- b) to review existing policy when necessary;
- c) to oversee and review the administrative and financial affairs of the Association;
- d) to represent the Association in external forums (e.g. at organizations such as ACIFA);
- e) to establish and regularly review the goals and objectives of the Board and its committees;
- f) to approve significant bargaining-related actions such as the initial position or interests for negotiations, job actions or public activities in support of the Association's bargaining position, recommendations to the membership concerning ratification of any tentative agreements reached through negotiations, or decisions to proceed to binding arbitration, etc.

In relation to grievance matters, the Executive Board has the authority to:

- a) approve guidelines under which grievance cases may be referred to binding arbitration;
- b) approve every recommendation to refer a specific case to binding arbitration;
- c) approve the Association policy on confidentiality with respect to grievance matters.

**Procedure:** 1.1 Executive Board members are elected at large, representing the interests of all faculty members, not merely the interests of a specific sub-set of the membership. As such, Board members have a further duty to ensure:

- a) adequate representation of membership perspectives;
- b) communication of Association activities and positions through liaison with the various constituent groups of the University.

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- 1.2 The Executive Board shall meet regularly, according to the annual schedule of meeting dates established in the Fall. This shall include an annual orientation meeting in order to facilitate and integrate the participation of new Board members. The President has the authority to call additional meetings, as required, and to cancel any meeting by reason of lack of new business.
- 1.3 Written reports by officers are encouraged and shall be circulated, together with the Board agenda, the week prior to the scheduled meeting, when possible.
- 1.4 The Board agenda will generally conform to the following format. However the format may change due to special or emergency meetings:
  1. Call to Order
  2. Approval of Agenda
  3. Approval of Minutes
  4. President's Report
  5. Officers' Reports
  6. Unfinished Business
  7. New Business
  8. Information
  9. Adjournment
- 1.5 At meetings of the Executive Board, with the exception of the Representative to the BOG, all members including the President and/or Chair of the Board shall have a single vote on each motion presented before them. In the event of a tie vote, the motion shall be deemed lost.
- 1.6 All motions to be decided at meetings of the Executive Board, including recommendations from committees, shall be moved and seconded before being debated.

# ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION

## Policies & Procedures

**Policy Name:** Election Speeches

**Policy Number:** 2

**Purpose:** Pursuant to Association Bylaws Article 11, Election of Officers, candidates are entitled to address the membership present at a general meeting prior to election balloting.

**Policy:** Candidates vying for election to seats on the AUArts Faculty Association Executive Board or related committees may address the membership following the closure of nominations and prior to balloting.

- Procedure:**
- 2.1 The Communications Officer will announce that nominations for election have closed and will request that any candidates wishing to address the membership to make their intentions known at that time.
  - 2.2 Speeches will be limited to five minutes per candidate and will be timed by the Communications Officer.
  - 2.3 Speeches will be given in the order outlined in Article 11.4 of the Association Bylaws. In the case of contested positions, the order of speakers for a contested seat will be determined by lottery.
  - 2.4 After candidate addresses are completed, the Communications Officer will chair a question period.
  - 2.5 Voting by secret ballot will commence at the conclusion of the question period.

# ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION

## Policies & Procedures

**Policy Name:** Election Balloting

**Policy Number:** 3

**Policy:** Election balloting for positions on the Faculty Association Executive Board and associated committees shall be conducted in a fair and consistent manner.

- Procedure:**
- 3.1 For elections held during a general meeting of the Association, the Communications Officer will distribute ballots to eligible members present at the meeting.
  - 3.2 For elections held by a mail-in ballot, the Communications Officer will distribute ballots and envelopes to all members through the campus mail system.
  - 3.3 Each eligible voter will indicate their preferred candidate on the provided ballot and return it to the Communications Officer
  - 3.4 The Communications Officer will announce the closing of balloting.
  - 3.5 After the closing of balloting, ballots will be counted by the VP/Treasurer and either a member of the Executive Board who is not currently running for office or the Association's Office Manager.
  - 3.6 The Communications Officer will announce the results to the membership.
  - 3.7 A summary of the ballot count will be prepared by the Communications Officer and retained in the Association office. It will be available for members to view but will not be announced unless requested by all candidates contesting a position.
  - 3.8 Unless there is any dispute in the results of the election, the ballots will be destroyed after approval of a motion to do so at the next meeting of the Executive Board.

## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:** Executive Board Meetings

**Policy Number:** 4

**Purpose:** The Executive Board wishes to communicate clearly with all constituents of the Alberta University of the Arts Faculty Association.

**Policy:** Regular Executive Board meetings are open with agendas usually published in advance of the meeting. However, confidential matters related to personnel, grievances, contract negotiations or finance may be discussed in a closed portion of the meeting.

## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:** Executive Board Agenda Items

**Policy Number:** 5

**Policy:** In order that adequate opportunity may exist for preparation and consideration by members of the Executive Board, persons or groups requesting Board approval for new proposals, excluding normal administrative business, involving either expenditures exceeding \$1,000 and/or policy changes or decisions, should submit such proposals through the President's office 10 working days prior to the Executive Board's upcoming meeting for inclusion on the Agenda. In the absence of such prior notice, the Executive Board may elect not to consider an item until the subsequent Executive Board meeting.



# ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION

## Policies & Procedures

**Policy Name:** Indemnification

**Policy Number:** 6

**Purpose:** To indemnify all servants (hereinafter defined as employees) of the Alberta University of the Arts Faculty Association, whether executive officers, volunteers or employees, against personal liability arising out of legal action brought against them in the performance of duties in the course of and within the scope of their employment or otherwise in the public interest.

**Policy:** The Association will not hold an employee responsible for financial loss that results from an honest mistake, error in judgment, or oversight in performing duties of their office for the Faculty Association unless the employee acted maliciously or dishonestly or knew or should have known that their activities were not within the scope of their position within the Association.

**Procedure:** 6.1 The Association will provide assistance to its employees if an employee is sued in their personal capacity in an action arising out of the performance of their duties as an employee. Such assistance shall include the following:

- a) The Association will provide to the employee legal services for the defense of any legal proceedings involving the Faculty Association and the employee, or only the employee, either by providing counsel directly or by paying legal fees and disbursements of legal counsel selected by the Faculty Association in consultation with the employee.
- b) The Association will be responsible for the payment of any settlement of the action or a judgment against the employee.
- c) The Faculty Association will not seek indemnification from an employee whose actions result in a judgment against the Faculty Association.

## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:** Association Committees

**Policy Number:** 7

**Purpose:** The Executive Board wishes to maintain proper control over the formation and effectiveness of its committees.

**Policy:** The Executive Board will annually review those committees set out in its Constitution and By Laws.

Committees of the Association may establish their own practices and meeting procedures, as allowed for under Robert's Rules of Order.

# ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION

## Policies & Procedures

**Policy Name:** University Committees and

**Boards Policy Number:** 8

**Purpose:** To ensure faculty representation on ad hoc and standing University committees and Boards as outlined in the Alberta Post-Secondary Learning Act, University Bylaws and the Collective Agreement.

**Policy:** The Association will elect or appoint members to University committees ensuring appropriate representation of the constituent membership of the faculty.

### **Procedure: 8.1 Ad Hoc Committees**

The AUFAFA executive will ensure that members are elected or appointed as appropriate according to the terms of reference of such ad hoc committees as shall be established.

### **8.2 Health & Safety**

- a) The Health & Safety Committee requires the election of three (3) faculty members.
- b) Representatives to the Health & Safety Committee will be elected at the Fall General Meeting for one-year term.
- c) Representatives to the Health & Safety Committee will report to the Association membership at General Meetings.

### **8.3 Faculty Professional Affairs**

- a) Faculty representation on the Faculty Professional Affairs Committee consists of four (4) elected faculty members, representing a diversity of program areas.
- b) Representatives to the Faculty Professional Affairs Committee will be elected at the Fall General Meeting for overlapping two-year terms.

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### **8.4 Board of Governors Representative**

- a) Under the PSLA, the Minister of Innovation and Advanced Education will appoint one (1) academic staff member nominated by the academic staff association.
- b) A representative to the Board of Governors will be elected at the Annual General Meeting. The Minister will then appoint the representative for a three (3) year term consistent with the Alberta Post-Secondary Learning Act.
- c) The representative shall consult with and, as far as possible, convey the points of view and interests of the Association membership.
- d) The Board of Governors representative shall report to the Association's Executive Board at its regular meetings, but will not vote on the Executive Board.
- e) The Board of Governors representative will report to the Association membership at General Meetings.

### **8.5 Faculty Evaluation Appeals Committee**

- a) As mandated by AUArts Policies and Procedures 400.18.01 Part 6 the Faculty Evaluation Committee, shall consist of three (3) elected Permanent Members; with no more than one (1) member from any major/area of study.
- b) Representatives to the Faculty Evaluation Appeals Committee will be elected at the Fall General Meeting for a two (2) year term.

## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:** Joint Consultation Committee

**Policy Number:** 9

**Composition:** University  
President, Co-Chair  
2 members, preferably of the most recent bargaining team  
Faculty Association  
President, Co-Chair  
2 members, preferably of the most recent bargaining team

**Policy:** The Joint Consultation Committee established by Article 18 of the Collective Agreement shall be concerned with the review of, and negotiations respecting, the Collective Agreement and any such matters that pertain to the terms and condition of employment of members which are not within the purview of the Negotiations Chair, and within the management of the Collective Agreement, jointly with representatives of the University.

**Procedure:** 9.1 The Co-chairs shall call joint consultation meetings between the parties at least every six (6) weeks.

9.2 Meetings may be canceled, or rescheduled by mutual agreement.

9.3 The Association President will report on Joint Consultation meetings at regularly scheduled Executive Board Meetings.

# ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION

## Policies & Procedures

**Policy Name:** Finance Committee

**Policy Number:** 10

**Policy:** The Finance Committee is responsible to the Executive Board for the review and recommendation of policies concerning the financial affairs of the Faculty Association and for monitoring and evaluating the effectiveness of implementation of these policies.

**Procedure:** 10.1 The Finance Committee shall deal with such matters as may be referred to the Committee by the Executive Board.

10.2 The Finance Committee shall annually, in the spring, review the current budget and prepare preliminary estimates of revenues and proposed allocations.

10.3 The Finance Committee shall review quarterly financial reports prior to presentation to the Executive Board and make recommendations to the Board where necessary and appropriate.

10.4 The Finance Committee shall approve Association purchases between \$1,000 and \$5,000 and shall prepare proposals for expenditures over \$5,000 for approval of the Executive Board.

10.5 The Finance Committee shall regularly review the financial policies of the Association and propose amendments to the Executive Board.

10.6 The Finance Committee shall present the Audited Financial Statement, as prepared by the Office Manager and audited by two (2) Members, to the membership at the Fall General Meeting.

10.7 Members of the Finance Committee, along with the Association's Office Manager shall have signing authority with two signatures required for disbursements and financial correspondence.

## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:** Financial Review

**Policy Number:** 11

**Policy:** Periodically, the Executive Board will review its rate for dues, borrowing powers, and banking arrangements.

**Procedure:** 11.1 Recommendations to change current dues, investment policy and banking arrangements shall normally be presented to the Executive Board by way of a recommendation and/or proposal of the Finance Committee.

11.2 Current Association membership dues are assessed monthly through payroll deduction at one and one-quarter percent of gross salary and remitted by AUArts to the Association by the 15th day of the subsequent month.

## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:**           **Cash Investment**

**Policy Number:**       **12**

**Policy:**     The Faculty Association will invest available cash balances to a reserve fund, the recommended amount being minimum of two per cent (2%) of the annual budget. The Association may seek the services of a professional investment manager (licensed by the Alberta Securities Commission) to be engaged at the approval of the Executive Board. The Executive Board retains the right to change the external investment firm or to manage its own investment portfolio if deemed appropriate.

**Procedure:** 12.1 Association funds will be invested in pooled, mutual or segregated funds that have minimal risk and are government guaranteed.

12.2 The Vice President & Treasurer and AUFAFA Manager shall maintain a register of the investment balance and returns.

12.3 The Executive Board shall approve allocations to and disbursements from the reserve fund.



## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:** Capital Inventory

**Policy Number:** 13

**Policy:** An inventory of capital assets shall be maintained by the Vice President & Treasurer and the Office Manager.

**Procedure:** 13.1 For accounting purposes, the capital cost of an asset includes component items which may be grouped when they form an operational unit (e.g. computer software and hardware).

13.2 Inventory of furniture and equipment contains all assets currently held by the Association. However, inventory shall be reduced to deduct items, which cost less than \$500. These are written off in the year of acquisition (not capitalized) but are recorded for inventory control purposes.

13.3 The Vice President & Treasurer will present an annual inventory report to the Executive Board.

13.4 Items which are lost or taken out of service through theft, damage or obsolescence shall be reported to the Vice President & Treasurer.

# ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION

## Policies & Procedures

**Policy Name:** Travel and Expenses

**Policy Number:** 14

**Policy:** Employees who travel on behalf of the Faculty Association will be reimbursed for reasonable expenses. The authorization for travel must be approved before any expenses are incurred.

**Procedure:** 14.1 The Employee will submit receipts to the AUAFA Manager for reimbursement.

14.2 The following fixed rate expenses are minimum allowances with may be claimed in lieu of providing receipts:

- |                                |  |
|--------------------------------|--|
| a) Personal Vehicle Use        | \$00.47 + .03 GST = .50/km                           |
| b) Per Diem Meal Allowances    | \$10.00 Breakfast<br>\$15.00 Lunch<br>\$25.00 Dinner |
| Total (includes gratuity)      | \$50.00 per day                                      |
| c) Private Accommodation       | \$25.00 per day                                      |
| d) Personal Expenses           | \$10.00 per day                                      |
| e) Taxis/ground transportation | \$25.00 per day                                      |

\* Travel in the US and foreign destinations will be reimbursed at the rates above, but in US dollars.

14.3 Employees may request expense advances prior to travel by submitting a request to the AUAFA Manager and/or Vice President and Treasurer. However, the employee will be responsible for the total amount of the advance until receipts are submitted and the difference either refunded to the employee or reimbursed to the Association.

14.4 Travel Expense forms for ACIFA must be completed by the employee and submitted to the AUAFA Manager. The employee may elect to be reimbursed directly by the Association or by ACIFA. The AUAFA Manager will ensure the Expense form is complete and submit it to ACIFA.

## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:** Office Access

**Policy Number:** 15

**Policy:** Those approved by the Executive Board shall be provided with access to the Association's office and assigned a key.

**Procedure:** 15.1 The Association's Office manager will distribute and collect all office keys.

15.2 Keys must stay in the possession of the person signing for them.

15.3 Keys must not be duplicated.

15.4 Lost keys must be reported immediately.

15.5 Key will be returned to the Association's Office Manager upon completion of term of office, or when the key is no longer required.

## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:**           **Liquor**

**Policy Number:**       **16**

**Policy:**    The Executive Board may offer liquor at special functions of the Association and will comply with the Alberta University of the Arts' Policy on liquor as necessary.

**Procedure:** 16.1 Liquor service on AUArts University campus will follow current University policy.

**Policy Name:**           **Hiring Practices**

**Policy Number:**       **17**

**Purpose:** The Executive Board of the Faculty Association endorses the principle of being an Equal Opportunity Employer, in accordance with the Individual's Rights Protection Act.

**Policy:**    To fill approved staffing positions, the most qualified and suitable individual will be hired.

**Procedure:** 17.1 Upon approval of the Executive Board, the President shall commence recruitment activities, which shall include but not be limited to placing appropriate advertisements for the available staffing position.

17.2 Hiring shall be carried out by the personnel committee

## **ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures**

17.3 The personnel committee shall screen applications and interview applicants.

17.4 Interviews will be formalized to the extent that each applicant is asked consistent and open-ended questions.

17.5 The personnel committee will verify applicant credentials and references.

17.6 Final selection shall be based on the consensus of the hiring committee or, where there is differing opinion, by the appropriate immediate supervisor.

## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:** Personnel Records

**Policy Number:** 18

**Policy:** Employees of the Faculty Association shall have a personnel file containing all information used for business and/or legal purposes. The files shall be maintained by the President and access to the file shall be restricted to the employee, the President and the Personnel Committee.

- Procedure:**
- 18.1 Upon the commencement of employment, the employee shall sign a contract with the Faculty Association that will outline, among other items, details of the employee's rights and responsibilities, and conditions of employment.
  - 18.2 No personal information concerning the employee shall be released to outside agencies without the employee's written consent, except to verify investigatory or legal matters.
  - 18.3 Personal information of an employee to outside investigatory/legal agencies shall be released upon written consent of the employee and/or upon presentation of a subpoena issued by a court of law.
  - 18.4 The employee is required to provide information with respect to change of address, name, and other such personal information as required.
  - 18.5 The employee may review the personnel file upon request. The employee will receive a copy of any written disciplinary notice placed on the personnel file.
  - 18.6 No documentation may be placed in the employee's file without the knowledge of the employee.

# ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:** Professional Development

**Policy Number:** 19

**Policy:** The Executive Board endorses the principle of employee participation in professional and personal development activities that serve to benefit the employee and the Faculty Association.

**Procedure:** 19.1 Financial assistance for professional development activities shall be established on an annual basis within funding availability and budget as approved by the Executive Board.

19.2 Approvals to attend professional development activities shall be authorized by the Personnel Committee.

19.3 Copies of reports, programs, transcripts, commendations, etc., resulting from an employee's participation in professional development activities shall be retained in the employee's personnel file.

# ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION

## Policies & Procedures

**Policy Name:** Resignations

**Policy Number:** 20

**Procedure:** 20.1 A member of the Executive Board or an Association representative to a University committee who chooses to resign from office prior to the completion of their term shall provide the Association President with, whenever possible, one month's written notice of resignation.

20.2 Should the President of the Faculty Association choose to resign from office prior to the completion of their term, they shall provide written notice to the Association Vice President & Treasurer. Notice of the President's resignation shall coincide with the end of semester.

20.3 When an officer or a member of a University committee resigns, the Executive Board shall determine whether to fill the vacated position by means of election or appointment.

20.4 Should an employee of the Faculty Association choose to resign their position, they shall provide the Association President with one month's written notice.



## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:** Terms and Conditions of Employment for Faculty Association Staff

**Policy Number:** 21

**Policy:** The Personnel Committee shall approve annually the terms and conditions of employment of Association staff. The employee may be terminated by the Personnel Committee for cause, without notice or severance pay. No notice will be required for the non- renewal of a temporary or probationary appointment.

**Procedure:** 21.1 For termination without cause, the employee will be given in writing one month's notice for each completed year of continuous service as an employee to a maximum of twelve (12) months.

21.2 The Association may elect to pay severance pay in lieu of notice, or the Association may elect to provide the employee with a combination of notice and severance pay.

# ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION

## Policies & Procedures

**Policy Name:** Employee Review

**Policy Number:** 22

**Composition:** Vice President & Treasurer, Chair  
President  
Secretary

**Policy:** The Personnel Committee shall be concerned with all matters respecting the relationship between the Association and its employee(s).

- Procedure:**
- 22.1 The Committee shall manage the contract(s) of the Association's staff and forward recommendations regarding the creation or elimination of permanent positions to the Executive Board.
  - 22.2 The Committee shall advertise, review, interview and approve the appointments of Association staff.
  - 22.3 The Committee shall represent the Association in negotiations with the Association employee(s) respecting the terms and/or renewal of agreements.
  - 22.4 The Committee may request the employee to submit a report which outlines, without limitation, those activities and initiatives the employee has undertaken in the past year at the direction of the Executive Board or otherwise.
  - 22.5 Annual evaluations of Association staff shall normally occur after the Annual General Meeting and before August 31 . The evaluation shall consider:
    - a) achievement of job description as outlined in the employment contract;
    - b) relationships with the Association President, Executive Board Members, appropriate University employees;
    - c) effectiveness in dealing with problem solving, planning and organization of Association office matters;
    - d) achievements; and
    - e) professional and personal goals.
  - 22.6 Cost of Living Allowance Increase
    - a) the employee's salary shall be raised annually on March 1st to reflect the Cost of Living Allowance for the Province of Alberta or the City of Calgary, which ever is greater.

## **ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures**

22.7 As a result of a successful evaluation:

- a) the employee shall receive a 5% increment increase for each year of service up to the maximum hourly wage stated in their employment contract.
- b) An additional increase may be awarded by the Financial Committee at this time;

## ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION Policies & Procedures

**Policy Name:** Teaching Release

**Policy Number:** 23

**Purpose:** On occasion, if the work of the Association warrants, the Executive Board may authorize purchase of teaching release time for members of the Board or Association Committees.

**Policy:** The Association President shall be entitled to a minimum of two (2) courses per semester teaching release to be paid by the University pursuant to Article 7 of the Collective Agreement. Additional release time may be purchased as needed.

**Procedure:** 23.1 Teaching releases may be purchased at the expense of the Association and subject to the approval of the Board and University administration.

23.2 In situations where the University requires the participation of an Association member and release time is required, the University shall pay replacement costs.

23.4 Teaching releases in addition to the President's shall be reviewed by the Board each semester.

# ALBERTA UNIVERSITY OF THE ARTS FACULTY ASSOCIATION

## Policies & Procedures

**Policy Name:**           **Communications**

**Policy Number:**       **24**

**Policy:**   The Faculty Association will keep members apprised of Association and member activities through such dissemination mechanisms as a Newsletter, eBulletin, Website, etc.

**Procedure:** 24.1 The Communications Officer will determine appropriate dissemination of AUAFA news and a publishing schedule each fall in consultation with the Executive Board.

24.2 The Association will communicate, at a minimum, the following information via the most effective mechanism as determined by the Communications Officer:

- a list of current executive members
- report(s) from the Executive Board

24.3 The Communications Officer shall ensure that the minimum information indicated above, in 24.2, is distributed to all Association members as well as:

- AUArts President
- AUArts Board of Governors
- other faculty associations and external bodies, if deemed appropriate by the Communications Officer in consultation with the Executive Board.

24.4 The Communications Officer shall ensure that Association Members are kept informed of upcoming Association meetings and events, and shall determine the appropriate means by which to do so.