Technical Appointments Procedures

Procedure for: Tenure Track Appointments
Appoint to University Chairs and Endowed University Professorships

1. The appointment letter shall be signed by the President and distributed as follows:
   - Appointee - original + 1 copy of letter and enclosures listed below
   - Vice-President, Academic copy of letter
   - Dean copy of letter
   - Department Chair copy of letter
   - Payroll copy of letter
   - Human Resources (Benefits) copy of letter

   The appointment letter will enclose:
   - TD 1 form to be completed and returned
   - SFUFA dues form to be completed and returned
   - FPP 7 - Personal Data form to be completed and returned

   A 10.01 Renewal, Tenure and Promotion
   A 20.01 Faculty Salaries Policy
   A 21.01 Benefits
   A 21.02 Relocation expenses (if required)
   A 21.03 Mortgage Assistance (if required)
   A 30.01 Faculty Responsibilities
   A 30.02 Trimester Operation
   A 30.03 Faculty Workload
   A 30.04 Disclosure and Approval of Outside Activities

2. When the signed appointment letter is returned by the appointee, the President's Office shall distribute the letter and attachments as follows:
   - Vice-President, Academic original letter + completed forms
   - Dean copy of letter
   - Department Chair copy of letter
   - Payroll copy of letter
   - Human Resources (Benefits) copy of letter.

3. The Office of the Vice-President, Academic shall enter the employee's appointment data into the Academic Personnel System.

4. The yellow copy of the SFUFA dues form shall be sent to SFUFA by the Office of the Vice-President, Academic.
Procedure for: Appointment of Lecturers and Senior Lecturers

Appointment of Laboratory Instructor

1. The appointment letter shall be signed by the President and distributed as follows:

   Appointee original + 1 copy of letter + enclosures listed below
   Dean copy of letter
   Department Chair copy of letter
   Payroll copy of letter
   Human Resources (Benefits) copy of letter

   The appointment letter will enclose:

   TD 1 form to be completed and returned
   SFUFA dues form to be completed and returned
   FPP 7 - Personal Data form to be completed and returned
   A 12.01 Lecturers and Senior Lecturers or
   A 12.02 Laboratory Instructors I and II
   A 21.01 Benefits
   A 21.02 Relocation expenses (if required)
   A 21.03 Mortgage Assistance (if required)
   A 30.01 Faculty Responsibilities

2. When the signed appointment letter is returned by the appointee, the Office of the Vice-President, Academic shall distribute the letter and attachments as follows:

   Dean copy of letter
   Department Chair copy of letter
   Payroll copy of letter
   Human Resources (Benefits) copy of letter

3. The Office of the Vice-President, Academic shall enter the employee’s appointment data into the Academic Personnel System.

4. The yellow copy of the SFUFA dues form shall be sent to SFUFA by the Office of the Vice-President, Academic.

Procedure for: Appointment of Visiting Faculty

1. The appointment letter shall be signed by the Dean and distributed as follows:

   Appointee original + 1 copy of letter + enclosures listed below
   Vice-President, Academic copy of letter + recommendation for appointment form, back-up materials, appointee’s CV
   Payroll copy of letter
   Human Resources (Benefits) copy of letter
The appointment letter will enclose:

- TD 1 form - to be completed and returned
- FPP 7 - Personal Data form - to be completed and returned
- A 12.04 Visiting Faculty
- A 21.01 Benefits
- A 21.02 Relocation expenses (if required)

2. When the signed appointment letter is returned by the appointee, the Office of the Dean shall distribute the letter and attachments as follows:

- Vice-President, Academic copy of letter + completed forms
- Department Chair copy of letter
- Payroll copy of letter
- Human Resources (Benefits) copy of letter

3. The Office of the Vice-President, Academic shall enter the employee's appointment data into the Academic Personnel System.

Procedure for: Appointment of 1(B) Visiting Faculty

1. The original plus 1 copy of the appointment letter shall be sent to the appointee by the Dean.

2. When the signed appointment letter is returned by the appointee, the Office of the Dean shall distribute the letter as follows:

- Vice-President, Academic copy of letter
- Department Chair copy of letter
- Registrar's Office copy of letter
- University Librarian copy of letter

3. The Office of the Dean shall be responsible for keeping a record of the appointments made as Visiting Faculty under section 1.(b).

Procedure for: Appointment for Limited Term Faculty

1. The appointment letter shall be signed by the Dean and distributed as follows:

- Appointee original + 1 copy of letter + enclosures listed below
- Vice-President, Academic copy of letter + recommendation for appointment form, back-up materials, appointee's CV
- Payroll copy of letter
- Human Resources (Benefits) copy of letter

The appointment letter will enclose:

- TD 1 form to be completed and returned
A 12.05 Limited Term Faculty
A 21.01 Benefits
A 21.02 Relocation expenses (if required)
A 30.01 Faculty Responsibilities

2. When the signed appointment letter is returned by the appointee, the Office of the Dean shall distribute the letter and attachments as follows:
   - Vice-President, Academic: copy of letter + completed forms
   - Department Chair: copy of letter
   - Payroll: copy of letter
   - Human Resources (Benefits): copy of letter.

3. The Office of the Vice-President, Academic shall enter the employee's appointment data into the Academic Personnel System.

4. The yellow copy of the SFUFA dues form shall be sent to SFUFA by the Office of the Vice-President, Academic.

Procedure for: Appointment of Sessional Lecturers II

1. The appointment form FPP 4b shall be completed by the Dean's Office.

2. Copies 1 and 2 shall be sent to the appointee for signature. The appointee keeps copy 2.

3. When the signed copy 1 of the appointment form is returned, the Dean's office shall distribute the form as follows:
   - Copy 1: Remains in the Dean's Office
   - Copy 3: Discarded
   - Copy 4: sent to Payroll
   - Copy 5: Discarded
   - Copy 6: sent to Human Resources
   - Copy 7: sent to Department

Procedure for: Appointment of Sessional Instructors

1. The appointment form FPP 4b shall be completed by the Dean's Office.

2. Copies 1 and 2 shall be sent to the appointee for signature, with the following:
   - TSSU Collective Agreement (if appointee is new)
   - TSSU dues form to be completed and returned
   - TD 1 to be completed and returned
   - FPP 7 to be completed and returned
3. The appointee signs both copies; keeps Copy 2, and returns Copy 1 with the completed forms.

4. When the signed Copy 1 of the appointment form is returned, the Dean's office shall distribute the form as follows:

   Copy 1 remains in the Dean's Office
   Copy 3 sent to TSSU + last copy of completed dues form
   Copy 4 sent to Payroll + completed forms
   Copy 5 discarded
   Copy 6 sent to Human Resources
   Copy 7 sent to Department

Procedure for: Appointment of Teaching Assistants

Appointment of Language Instructors and Continuing Language Instructors

Appointment of Disc Supervisors, Tutors and Markers in TSSU

1. The appointment form FPP 4a shall be completed by the Dean's Office.

2. Copies 1, 2 and 3 shall be sent to the appointee for signature, with the following:

   TSSU Collective Agreement (if appointee is new)
   TSSU dues form to be completed and returned
   TD 1 to be completed and returned
   FPP 7 to be completed and returned

3. The appointee signs all three copies; keeps Copy 3, and returns Copies 1 and 2 with the completed forms.

4. When the signed Copies 1 and 2 of the appointment form is returned, the Dean's office shall distribute the form as follows:

   Copy 1 remains in the Dean's Office
   Copy 2 sent to TSSU + last copy of completed dues form
   Copy 4 sent to Payroll + completed forms
   Copy 5 Discarded
   Copy 6 sent to Human Resources
   Copy 7 sent to Department

Procedure for: Appointment of Sessional Lecturer 1

Appointment of SFU Faculty and Staff as Disc Supervisors, Tutors and Markers

1. The appointment form FPP 4a shall be completed by the Dean's Office.

2. Copies 1 and 2 shall be sent to the appointee for signature.

3. The appointee signs both copies; keeps Copy 2, and returns Copy 1.
4. When the signed Copy 1 of the appointment form is returned, the Dean’s office shall distribute the form as follows:

- Copy 1 remains in the Dean's Office
- Copy 3 Discarded
- Copy 4 sent to Payroll
- Copy 5 Discarded
- Copy 6 sent to Human Resources
- Copy 7 sent to Department

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**Procedure for: Appointment of Associate Members**

**Appointment of Adjunct Faculty**

1. The appointment letter plus 1 copy shall be sent to the appointee by the Dean.

2. When the signed appointment letter is returned by the appointee, the Dean's Office shall send a copy to the Department and Vice-President, Academic.

3. The Dean's Office shall be responsible for keeping a record of the appointments made as Associate Member and Adjunct Faculty, and shall forward a summary list of the appointments made each semester to the Office of the Vice-President, Academic.

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**Procedure for: Appointment of University Research Associates**

1. The appointment letter shall be signed by the Dean and distributed as follows:

   - Appointee: original + 1 copy of letter + enclosures listed below
   - Vice-President, Academic: copy of letter + recommendation for appointment form, back-up materials, appointee's CV
   - Payroll: copy of letter
   - Human Resources (Benefits): copy of letter

   **The appointment letter will enclose:**
   - TD 1 form to be completed and returned
   - FPP 7 - Personal Data form to be completed and returned
   - R 50.01 University Research Associates
   - A 21.01 Benefits
   - A 21.02 Relocation expenses (if required)

2. When the signed appointment letter is returned by the appointee, the Office of the Dean shall distribute the letter and attachments as follows:

   - Vice-President, Academic: copy of letter + completed form
   - Department chair: copy of letter
   - Payroll: copy of letter
   - Human Resources (Benefits): copy of letter
3. **The Office of the Vice-President, Academic shall enter the employee's appointment data into the Academic Personnel System.**

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**Procedure for: Appointment of Faculty Associates and Program Coordinators in the Faculty of Education**

1. **The appointment letter shall be signed by the Dean and distributed as follows:**

<table>
<thead>
<tr>
<th>Appointee</th>
<th>original + 1 copy of letter + enclosures listed below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-President, Academic</td>
<td>copy of letter + recommendation for appointment form, back-up materials, appointee's CV</td>
</tr>
<tr>
<td>Payroll</td>
<td>copy of letter</td>
</tr>
<tr>
<td>Human Resources (Benefits)</td>
<td>copy of letter</td>
</tr>
</tbody>
</table>

   **The appointment letter will enclose:**

   - TD 1 form to be completed and returned
   - FPP 7 Personal Data form to be completed and returned
   - A 12.06 Faculty Associates and Program Coordinators in the Faculty of Education

2. **When the signed appointment letter is returned by the appointee, the Office of the Dean shall distribute the letter and attachments as follows:**

<table>
<thead>
<tr>
<th>Vice-President, Academic</th>
<th>copy of letter + completed forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources (Benefits)</td>
<td>copy of letter</td>
</tr>
<tr>
<td>Payroll</td>
<td>copy of letter</td>
</tr>
</tbody>
</table>

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**Procedure for: Post-Retirement Appointments**

1. **The original plus one copy of the appointment letter shall be sent to the appointee by the Dean, and the letter shall be copied to:**

   - Vice-President, Academic
   - Department Chair
   - Payroll
   - Human Resources (Benefits)

2. **When the signed appointment letter is returned by the appointee, the Office of the Dean shall distribute the letter and attachments as follows:**

<table>
<thead>
<tr>
<th>Vice-President, Academic</th>
<th>copy of letter + completed forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td>copy of letter</td>
</tr>
<tr>
<td>Payroll</td>
<td>copy of letter</td>
</tr>
<tr>
<td>Human Resources (Benefits)</td>
<td>copy of letter</td>
</tr>
</tbody>
</table>

3. **The Office of the Vice-President, Academic shall enter the employee's appointment data into the Academic Personnel System.**