

1.0 POLICY STATEMENT

- 1.1 The Academic Senior Administrator Policy outlines supplemental terms and conditions for Senior Administrators who hold a concurrent, tenured academic appointment and reflects the unique nature of these positions.

2.0 PURPOSE

- 2.1 The purpose of this policy is to act as a reference concerning supplemental terms and conditions of employment for Senior Administrators who hold a concurrent, tenured academic appointment.

3.0 APPLICABILITY

- 3.1 This policy applies to Senior Administrators who hold a concurrent, tenured academic appointment, which includes the president; the provost and vice-president, academic; the deans; the associate deans; and other associate vice-presidents as designated by the provost and vice-president, academic. Other senior administrative positions may be included in the scope of this policy with the approval of the president. This determination must be made prior to the beginning of the administrative appointment.

4.0 DEFINITIONS

Academic Senior Administrator

Academic Senior Administrators are Senior Administrators who also hold a concurrent, tenured academic appointment.

Administrative Leave

Administrative leave is a period of workload release that is granted to Academic Senior Administrators to prepare for a return to the full range of Faculty Responsibilities undertaken as a faculty member, some of which may have been interrupted during an administrative term.

Continuous Service

For the purpose of this policy, Continuous Service means active service as a Senior Administrator. This includes University-paid leaves, workers' compensation leaves, and periods of disability. It does not include unpaid leaves of absence.

Faculty Responsibilities

Faculty Responsibilities are components of faculty workload as outlined in the Collective Agreement in force between the Board of Governors of Grant MacEwan University and the Faculty Association of Grant MacEwan University.

Senior Administrator

Senior Administrator positions include the president, the vice-presidents, the deans, the associate deans, and the associate vice-presidents.

5.0 POLICY ELEMENTS

5.1 Jurisdiction

- 5.1.1 Academic Senior Administrators hold concurrent, tenured faculty appointments and temporarily are non-bargaining unit members during the term of their administrative appointment. At the conclusion of the appointment, and subsequent to the administrative

leave where applicable, they will resume faculty bargaining unit member status and will assume Faculty Responsibilities.

- 5.1.2 When returned to Faculty Responsibilities, the employment terms and conditions outlined in the Collective Agreement in force between the Board of Governors of Grant MacEwan University and the Grant MacEwan University Faculty Association will apply, subject to any additional provisions in the employee's letter of appointment.

5.2 Scholarly Activity

- 5.2.1 Academic Senior Administrators may engage in professional activities, like teaching, scholarly activity, and service, as well as professional development, and may access a portion of the annual budget of their unit to support these endeavours.
- 5.2.2 The president; provost and vice-president, academic; deans; and associate vice-presidents may access up to \$7,500 per year for their own professional activities, including any associated travel costs.
- 5.2.3 All other Academic Senior Administrators may access up to \$5,000 per year for their own professional activities, including any associated travel costs.
- 5.2.4 Funds allocated in accordance with 5.2.2 and 5.2.3 may be carried forward for a maximum of three (3) years.
- 5.2.5 Academic Senior Administrators shall have the protection of academic freedom as it relates to their scholarly activity, including research and creative work. This includes the freedom to publish, perform, or otherwise present the products of that scholarly activity without being subject to infringement of the academic freedom upon which their work is based.

5.3 Administrative Leave

- 5.3.1 Normally, employees will be eligible for twelve (12) months of Administrative Leave following a five (5) year period of continuous service as an Academic Senior Administrator.
- 5.3.2 In some circumstances, employees who complete fewer than five (5) years of continuous service may be considered for Administrative Leave, at the discretion of the president. In the case of the president, discretion rests with the Board of Governors. If Administrative Leave is approved in these circumstances, the leave will normally be prorated based on the length of Continuous Service.
- 5.3.3 The maximum Administrative Leave period is twelve (12) months. Academic Senior Administrators who complete more than one term cannot extend the leave by combining periods of Administrative Leave or by taking consecutive leaves.
- 5.3.4 Employees are normally expected to return to Faculty Responsibilities for, at minimum, the length of time that is equal to the Administrative Leave period.
- 5.3.5 Within three (3) months of returning to Faculty Responsibilities, a report outlining leave activities must be submitted to the person to whom the employee reported as an Academic Senior Administrator. In the case of the president, the report must be submitted to the Board of Governors.

5.3.6 Remuneration During Administrative Leave

- 5.3.6.1 Administrative leave salary is equivalent to the employee's base salary at the end of their term as an Academic Senior Administrator and will not be subject to economic adjustments or wage progression.
 - 5.3.6.2 All benefit programs in place at the end of the term as an Academic Senior Administrator will continue through to the end of the leave period, subject to any changes in the benefits plans.
 - 5.3.6.3 Vacation earned during administrative leave, and all accrued vacation prior to the leave, is to be taken and will be deemed to have been taken during the administrative leave.
 - 5.3.6.4 Salary continuance during administrative leave is contingent upon the Academic Senior Administrator's exclusive employment with MacEwan University. Alternate paid employment, including paid consulting engagements, during administrative leave will result in the discontinuation of the leave and repayment of related compensation.
- 5.4 If the University ends the term of an Academic Senior Administrator prior to the completion of the administrative term, an appropriate period of notice or pay in lieu of notice will be determined prior to the employee's return to their faculty appointment.
- 5.5 Terms and conditions of employment may differ from this policy as outlined in individual letters of appointment. Where terms and conditions offered to the president exceeds those outlined in this policy, the approval of the Board of Governors is required. In all other cases, the approval of the president is required.

6.0 ASSOCIATED PROCEDURES

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- [Employee Code of Conduct](#)
- [Employment Policy for Out of Scope Employees](#)
- [Senior Administrator Appointments](#)
- [Rewards and Recognition](#)
- [Pension Participation](#)
- [Health and Safety](#)
- [Recruitment](#)
- [Professional Development](#)

8.0 ACCOUNTABILITY

Policy Sponsor

Vice-President, Resources and People

Office of Administrative Responsibility

Human Resources

9.0 HISTORY

Relevant Dates

Approved: **19.05.23**

Effective: **19.05.23**

Next
Review: **24.05.23**

Modification History

16.09.29: This is a new policy approved by Board Motion #01-09-29-2016/17. This policy replaces policy D2040 Administrative Leave for Academic Administrators.

19.05.23: Policy comprehensively revised to ensure clarity and to update position titles as required. Approved by Board Motion #02-05-23-2019.