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## **FACULTY OF ARTS PROCEDURES FOR NIL SALARIED ACADEMIC APPOINTMENTS FORMS AND PROCESSES**

This document describes the processes of Nil Salaried Academic Appointments. It identifies different types of appointments and what forms are to be used, as well as the routing and processes of the forms.

### **TYPES OF APPOINTMENTS**

There are five categories of nil salaried academic appointments:

- a) Adjunct Professors and other Faculty of Graduate Studies (FGS) appointments – for details, please refer to the following documents:
  - Policy “Adjunct Professor” for definition  
([http://www.umanitoba.ca/admin/governance/governing\\_documents/staff/index.html](http://www.umanitoba.ca/admin/governance/governing_documents/staff/index.html))
  - “Adjunct and Cross Appointment” document for types of FGS appointments  
([http://umanitoba.ca/admin/human\\_resources/services/hris/forms/index.html](http://umanitoba.ca/admin/human_resources/services/hris/forms/index.html))
- b) Appointments with academic rank or other teaching or research positions such as Research Affiliate or Instructor
- c) Senior Scholars – reference Policy “Senior Scholar”  
([http://www.umanitoba.ca/admin/governance/governing\\_documents/community/266.htm](http://www.umanitoba.ca/admin/governance/governing_documents/community/266.htm))
- d) Academic Administrators, e.g., Director, Coordinator
- e) Visiting academics – Please see President IV.5 “Information Regarding Prospective Visitors”  
([http://umanitoba.ca/admin/human\\_resources/academic/letters\\_of\\_offer/index.html](http://umanitoba.ca/admin/human_resources/academic/letters_of_offer/index.html))

In cases involving the appointment of a non Canadian, please ensure that the appointment complies with the immigration requirements. Please consult Pam Trupish at 474-8399 if in doubt.

### **FORMS AND PROCESSES**

- a) **Adjunct Professors and other FGS appointments and**
- b) **Appointments with academic rank or other teaching or research positions**

#### **Forms to use:**

Nil Salaried Letter of Offer (select correct one from templates available at Human Resources HRIS web site [http://umanitoba.ca/admin/human\\_resources/academic/letters\\_of\\_offer/index.html](http://umanitoba.ca/admin/human_resources/academic/letters_of_offer/index.html))

Request to Offer Nil Salaried Academic Appointment Form

Nil salaried Appointment Personal Information Form (Nil PIF)

#### **Process:**

- The department head initiates the form and submits a hard copy to the Dean for approval.
- The Dean signs to indicate approval and submits the form to the Vice-President (Academic) and Provost for approval.
- The Vice-President (Academic) and Provost signs to indicate approval and returns the form to the Faculty/School.
- The Unit then issues a Letter of Offer to the appointee. Attach a Nil Salaried Appointment Personal Information Form (Nil PIF) if the appointee is not currently employed. The appointee signs and returns the Letter of Offer (LOO) (and Nil PIF, if applicable) to the unit.
- On receipt of the acceptance of the LOO, the Unit, signs Section F of the approval form, keeps the signed LOO on file in the unit, and submits the approved form directly to Human Resources Department, Rm 309 Administration Building.
- Human Resources enters the appointment into VIP.

### c) Senior Scholars

#### Forms to use:

Academic Appointment Form

Letter of Offer (select correct one from templates available at Human Resources HRIS web site

[http://umanitoba.ca/admin/human\\_resources/academic/letters\\_of\\_offer/index.html](http://umanitoba.ca/admin/human_resources/academic/letters_of_offer/index.html))

#### Process:

- The unit prepares Letter of Offer (LOO) and sends to the Arts Budget Office for Dean's signature
- LOO is returned to the unit and arranges for the appointee's signature.
- The appointee signs and returns the LOO to the unit.
- The unit completes an Academic Appointment Form, selects "Senior Scholar" for the position title (Section B, Item 2) with the signed LOO to Arts Budget Office
- Arts Budget Office arranges for Dean's signature on Academic Appointment Form and forwards the complete package to Human Resources.
- Human Resources reviews and arranges for the approval from Vice-President (Academic) and Provost and the Board of Governor and enters into VIP.

### d ) Executive/Senior Administrators

#### Forms to use:

Academic Appointment Form

Letter of Offer (select correct one from templates available at Human Resources HRIS web site

[http://umanitoba.ca/admin/human\\_resources/academic/letters\\_of\\_offer/index.html](http://umanitoba.ca/admin/human_resources/academic/letters_of_offer/index.html))

Position Profile for Research Academic, Part Time/Nil Academic Administrator form

#### Process:

- The unit prepares a Letter of Offer (LOO) and sends to Arts Budget Office for Dean's signature
- Arts Budget Office returns the LOO to the Unit for the appointee's signature.
- The appointee signs and returns the LOO to the unit.
- The unit completes an Academic Appointment Form – enter "nil salary" in the Total Estimate Cost field (Section B, Item 4).
- The unit submits the completed Academic Appointment Form, signed LOO, Position Profile for Research Academic, Part Time/Nil Academic Administrator form, Organization chart showing the position of the appointment to Arts Budget Office
- Arts Budget Office arranges for Dean's signature on Academic Appointment Form and forwards the complete package to Human Resources Department.
- Human Resources reviews and arranges for the approval from Vice-President (Academic) and Provost) and enters the appointment into VIP.

### 3) Visiting Academic

#### Forms to use:

Academic Appointment Form

Letter of Offer (select correct one from templates available at Human Resources HRIS web site

[http://umanitoba.ca/admin/human\\_resources/academic/letters\\_of\\_offer/index.html](http://umanitoba.ca/admin/human_resources/academic/letters_of_offer/index.html))

#### Process:

- The unit prepares a Letter of Offer (Loo) and sends to Arts Budget Office for Dean's signature
- Arts Budget Office returns the LOO to the Unit for the appointee's signature
- The appointee signs and returns the LOO to the unit.
- The unit completes an Academic Appointment Form – enter "nil salary" in the Total Estimate Cost field (Section B, Item 4).
- The unit submits the completed Academic Appointment form, signed LOO, Work Permit, copy of SIN to Arts Budget Office
- Arts Budget Office arranges for Dean's signature on the Academic Appointment Form and forwards the package to Human Resources Department.

- Human Resources reviews and arranges for the approval from Vice-President (Academic) and Provost) and enters the appointment into VIP.