



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>ADDITIONAL ACADEMIC APPOINTMENTS FOR FULL-TIME ACADEMIC AND SUPPORT STAFF</b>
<b>Effective Date:</b>	February 11, 2005
<b>Revised Date:</b>	
<b>Review Date:</b>	February 11, 2015
<b>Approving Body:</b>	Administration: President
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President; deleted to Vice-President (Administration)
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees [All Employee Groups]

### **Part I Reason for Policy**

To provide guidance in the use of additional academic appointments for full-time academic and support staff.

### **Part II Policy Content**

- 2.1 A full-time academic or support staff appointment with the University entails a significant commitment to the teaching, research, service and support activities of the University. For this reason the University does not encourage the appointment of full-time academic and support staff to do extra work for additional payment.
- 2.2 At the same time, it is recognized that the special expertise within the University may be called upon from time to time:
  - a) to address a particular problem;
  - b) to respond to a unique opportunity; or

- c) to meet unanticipated needs which are outside of the scope of regular duties.
- 2.3 The appropriate mechanism to compensate full-time academic and support staff for additional academic work is an additional appointment.
- 2.4 An additional appointment for a full-time academic or support staff member to perform academic work is subject to the condition that the appointment shall not interfere with satisfactory performance of the duties and responsibilities of the full-time appointment.

### **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents are required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

### **Part IV Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

### **Part V Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is **February 11, 2015**.
- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
  - a) comply with the revised Policy; or
  - b) are in turn rescinded.

**Part VI**  
**Effect on Previous Statements**

6.1 This Policy supersedes:

- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein; and
- b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
- c) 609 Procedures for Additional Payments to Full-Time Staff

**Part VII**  
**Cross References**

Procedures: Additional Academic Appointments for Full-time Academic and Support Staff