This policy applies to term and contingent appointments within the following employee groups identified in Procedure: Employee Organizations and Employment Groups:

(a) Geographic Full-Time Staff
(b) Research Academic Staff
(c) Sessional Professional Academic Staff; and
(d) Other Academic Staff

Part I
Reason for Policy

To define appropriate ways of communicating and dealing with serious gaps between expected and actual job performance during a term or contingent appointment for academic staff excluded from bargaining units.
Part II
Policy Content

2.1 Supervisory and managerial academic staff have a responsibility to communicate the assessment of job performance, both positive and negative, to term and contingent academic staff excluded from bargaining units.

2.2 For the purpose of this Policy a term appointment shall be defined as an academic appointment for a specified period of time that terminates automatically at the end of the specified period.

2.3 For the purpose of this Policy a contingent appointment shall be defined as an academic appointment principally dependent upon the availability of non-operating funds.

2.4 The University recognizes that it may be necessary to discipline and/or dismiss an employee in a term or contingent appointment for:

(a) Failure to perform his/her duties and responsibilities satisfactorily or neglect of duty;
(b) Failure to conduct himself/herself in accordance with the policies, procedures, and regulations of the University;
(c) Inappropriate behaviour such as but not limited to, disobedience, insubordination, harassment, theft, dishonesty, violence; or
(d) Other sever problems resulting in just cause.

2.5 Discipline or dismissal may take any one of three (3) options:

(a) Progressive discipline which may lead to termination of employment;
(b) Termination of employment for just cause (no notice required); or
(c) Termination of employment (with notice).

2.6 The University encourages and supports the use of progressive discipline, wherever possible and practical.

2.7 Discipline or dismissal should be decisions made in consultation with a representative of the Staff Relations unit of Human Resources.

Part III
Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is 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 President may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V**  
**Review**

5.1 Formal Policy reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is May 20, 2018.

5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems it necessary.

5.3 If this Policy is revised or rescinded all Secondary Documents, if applicable, 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 all of the following:

(a) all previous Board of Governors/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and

(b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

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

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) Procedure: Discipline and Dismissal for Term and Contingent Academic Staff Excluded from Bargaining Units