

# Recommendation for Administrative Appointment

**Details of Current Appointment**

Name of Appointee: \_\_\_\_\_

Appointment Status: (check one)

Primary Department/Faculty: \_\_\_\_\_

With Tenure     Tenure Track    Clinical (Medicine only)

Rank/Position: \_\_\_\_\_

Limited Term     Contingent Term

Expiry Date of Current Appointment: \_\_\_\_\_  N/A (With Tenure)    UCID # \_\_\_\_\_

**Recommendation for Administrative Appointment/Reappointment**

New     Existing With No Changes     Existing With Changes

Position Title: \_\_\_\_\_ Position #: \_\_\_\_\_

Department/Faculty/Unit: \_\_\_\_\_

Fractional Time Commitment to Administration (e.g. 0.3 FTE): \_\_\_\_\_ FTE

TERM: From: \_\_\_\_\_ To: \_\_\_\_\_  
(to be held subject to continuing mutual satisfaction)

Head/Equivalent (in accordance with CA 17.1) - Please check one:     Yes     No

Job Description:     Attached

Reports to (Position #) \_\_\_\_\_ Reports To Name: \_\_\_\_\_ Reports to Empl ID: \_\_\_\_\_

Honorarium Recommended: \_\_\_\_\_ per annum  
Charge Honorarium Account Number: \_\_\_\_\_

**Additional Comments/Information:**

**Signature/Approvals**

This appointment has been discussed with me and I hereby confirm that I am willing to undertake the duties and responsibilities of this position under the terms and conditions attached.

Academic Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RECOMMENDED by the Dean (or Administrative Equivalent) to the Provost and Vice-President (Academic)**

Dean (or Equivalent's) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If Administrative appointment is not in Primary Faculty:  
AGREED to by the Dean (or Administrative Equivalent) of Primary Faculty

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACTION of the Provost and Vice -President (Academic)**

By signing this document, I hereby approve the details as described herein:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Human Resources Use Only**

Distribution Date:

Please scan and email completed form to the HR Contracts Team: [academic.contracts@ucalgary.ca](mailto:academic.contracts@ucalgary.ca)

This information is collected under the authority of the Freedom of Information Protection of Privacy Act. It is required for payment purposes and becomes part of personal record. If you have any questions about the collection or use of this information, please contact the Human Resources office at (403) 210-9300.

This Agreement may be signed and delivered in counterparts with the same effect as if each party had signed and delivered the same copy, and when each party has signed and delivered a counterpart, all counterparts constitute one Agreement. Delivery of a copy of this Agreement by facsimile or by another form of electronic transmission is good and sufficient delivery.

**Administrative Honoraria**

1. Recommendations for the payment of honoraria to new Faculty administrative posts or changes to present honoraria must have the approval of the Provost and Vice-President (Academic).
2. The practice of splitting honoraria is not encouraged and cannot be done without the approval of the Dean of the Faculty and the Provost and Vice-President (Academic).

Other than Deans, honoraria paid to Faculty administrators, as opposed to Department Heads, may be increased in the same proportion as the proposed increases for Department Heads. The total honoraria in the Faculty, including the stipends paid to Deans, shall not exceed the grid for maximum allowable.

3. paid to Deans, shall not exceed the grid for maximum allowable.

GRID GOVERNING ADMINISTRATIVE HONORARIA HEADS OF DEPARTMENTS				MAXIMUM ALLOWABLE FUNDS TO BE USED FOR ALL ADMINISRATIVE PURPOSES		
Total Department Budget (\$000)		Minimum Honorarium (per annum)	Maximum Honorarium (per annum)	Total Faculty Budget (\$000)		Maximum Allowable (per annum)
Less than	\$1,300	\$3,250	\$4,550	Less than	\$2,500	\$26,600
From \$1,300	to \$2,500	\$5,200	\$6,500	From \$2,500	to \$4,900	\$39,000
From \$2,500	and greater	\$7,150	\$8,450	From \$4,900	to \$12,200	\$65,000
				From \$12,200	and greater	\$91,000

Comments regarding implementation of the above:

- (a) Heads of Departments in the Faculty of Medicine are excluded.
- (b) The three honorarium ranges for the Heads of "small", "medium" and "large" Departments are provided to allow Deans to recognize factors such as: special characteristics of certain Departments which contribute to increased responsibilities, e.g. extensive research programs supported by grant/contract funds, large graduate programs, successful implementation of new programs, outstanding leadership in program review/revision, quality of performance, experience in the position, etc.
- (c) In the application of (2) and (3), Deans are required to keep on the file in the office of the Provost and Vice-President (Academic) a current job description for each administrative position other than that of Department Head, including a statement on the fractional time commitment to academic administration. e.g. 0.3 FTE, which will be interpreted as implying a one-third reduction in teaching and other normal academic responsibilities. Job description applies to ALL Administrative Appointments.
- (d) With respect to (1), the Provost and Vice-President (Academic) has approved the following honorarium payments:

Assistant Deans	-\$2,600 - \$4,550 p.a. (fractional time commitment to administrative duties less than 0.5 FTE)
Associate Deans	-\$4,550 - \$8,450 p.a. (fractional time commitment to administrative duties 0.5 FTE or greater)
Area Chairs (Management)	-3,250 p.a.
Program Directors (Environmental Design)	-\$3,250 p.a.
Head (University Library)	-\$3,250 - \$4,550 p.a.
Assistant Director (University Library)	-\$4,940 - \$6,175 p.a.
Associate Director (University Library)	-\$4550 - \$8,450 p.a.

In formulating recommendations for honorarium payments for Assistant and Associate Deans, the following factors should be taken into consideration: the level of responsibility delegated to the position, the fractional time commitment to academic administration, other rewards like teaching load reductions, assessment of performance, experience in the position, etc.

When providing an honorarium for administrative appointments, the honorarium shall be received by the academic staff member as salary.