



SIMON FRASER UNIVERSITY
Policies and Procedures

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Number
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Revision Date

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Technical Appointments Procedures

Procedure for: Tenure Track Appointments

Appoint to University Chairs and Endowed University Professorships

1. The appointment letter shall be signed by the President and distributed as follows:

Appointee - original + 1 copy of letter and enclosures listed below

Vice-President, Academic	copy of letter
Dean	copy of letter
Department Chair	copy of letter
Payroll	copy of letter
Human Resources (Benefits)	copy of letter

The appointment letter will enclose:

TD 1 form	to be completed and returned
SFUFA dues form	to be completed and returned
FPP 7 - Personal Data form	to be completed and returned

- A 10.01 Renewal, Tenure and Promotion
- A 20.01 Faculty Salaries Policy
- A 21.01 Benefits
- A 21.02 Relocation expenses (if required)
- A 21.03 Mortgage Assistance (if required)
- A 30.01 Faculty Responsibilities
- A 30.02 Trimester Operation
- A 30.03 Faculty Workload
- A 30.04 Disclosure and Approval of Outside Activities

2. When the signed appointment letter is returned by the appointee, the President's Office shall distribute the letter and attachments as follows:

Vice-President, Academic	original letter + completed forms
Dean	copy of letter
Department Chair	copy of letter
Payroll	copy of letter
Human Resources (Benefits)	copy of letter.

3. The Office of the Vice-President, Academic shall enter the employee's appointment data into the Academic Personnel System.

4. The yellow copy of the SFUFA dues form shall be sent to SFUFA by the Office of the Vice-President, Academic.

Procedure for: Appointment of Lecturers and Senior Lecturers

Appointment of Laboratory Instructor

1. The appointment letter shall be signed by the President and distributed as follows:

Appointee	original + 1 copy of letter + enclosures listed below
Dean	copy of letter
Department Chair	copy of letter
Payroll	copy of letter
Human Resources (Benefits)	copy of letter

The appointment letter will enclose:

TD 1 form	to be completed and returned
SFUFA dues form	to be completed and returned
FPP 7 - Personal Data form	to be completed and returned

The appointment letter will enclose:

- TD 1 form - to be completed and returned
- FPP 7 - Personal Data form - to be completed and returned
- A 12.04 Visiting Faculty
- A 21.01 Benefits
- A 21.02 Relocation expenses (if required)

2. When the signed appointment letter is returned by the appointee, the Office of the Dean shall distribute the letter and attachments as follows:

- Vice-President, Academic copy of letter + completed forms
- Department Chair copy of letter
- Payroll copy of letter
- Human Resources (Benefits) copy of letter

3. The Office of the Vice-President, Academic shall enter the employee's appointment data into the Academic Personnel System.

Procedure for: Appointment of 1(B) Visiting Faculty

1. The original plus 1 copy of the appointment letter shall be sent to the appointee by the Dean.

2. When the signed appointment letter is returned by the appointee, the Office of the Dean shall distribute the letter as follows:

- Vice-President, Academic copy of letter
- Department Chair copy of letter
- Registrar's Office copy of letter
- University Librarian copy of letter

3. The Office of the Dean shall be responsible for keeping a record of the appointments made as tOffice copy of letter

SFUFA dues form to be completed and returned
FPP 7 - Personal Data form to be completed and returned

- A 12.05 Limited Term Faculty**
- A 21.01 Benefits**
- A 21.02 Relocation expenses (if required)**
- A 30.01 Faculty Responsibilities**

2. When the signed appointment letter is returned by the appointee, the Office of the Dean shall distribute the letter and attachments as follows:

Vice-President, Academic copy of letter + completed forms
Department Chair copy of letter
Payroll copy of letter
Human Resources (Benefits) copy of letter.

- 3. The Office of the Vice-President, Academic shall enter the employee's appointment data into the Academic Personnel System.**
- 4. The yellow copy of the SFUFA dues form shall be sent to SFUFA by the Office of the Vice-President, Academic.**

Procedure for: Appointment of Sessional Lecturers II

- 1. The appointment form FPP 4b shall be completed by the Dean's Office.**
- 2. Copies 1 and 2 shall be sent to the appointee for signature. The appointee keeps 1494.0A)(o628)J2.1**

3. **The appointee signs both copies; keeps Copy 2, and returns Copy 1 with the completed forms.**
4. **When the signed Copy 1 of the appointment form is returned, the Dean's office shall distribute the form as follows:**
 - Copy 1 remains in the Dean's Office
 - Copy 3 sent to TSSU + last copy of completed dues form
 - Copy 4 sent to Payroll + completed forms
 - Copy 5 discarded
 - Copy 6 sent to Human Resources
 - Copy 7 sent to Department

Procedure for: Appointment of Teaching Assistants

Appointment of Language Instructors and Continuing Language Instructors

4. **When the signed Copy 1 of the appointment form is returned, the Dean's office shall distribute the form as follows:**

Copy 1 remains in the Dean's Office

Copy 3 Discarded

Copy 4 sent to Payroll

3. **The Office of the Vice-President, Academic shall enter the employee's appointment data into the Academic Personnel System.**

Procedure for: Appointment of Faculty Associates and Program Coordinators in the Faculty of Education

1. **The appointment letter shall be signed by the Dean and distributed as follows:**

Appointee	original + 1 copy of letter + enclosures listed below
Vice-President, Academic	copy of letter + recommendation for appointment form, back-up materials, appointee's CV
Payroll	copy of letter
Human Resources (Benefits)	copy of letter

The appointment letter will enclose:

TD 1 form	to be completed and returned
FPP 7	Personal Data form to be completed and returned
A 12.06	Faculty Associates and Program Coordinators in the Faculty of Education

2. **When the signed appointment letter is returned by the appointee, the Office of the Dean shall distribute the letter and attachments as follows:**

Vice-President, Academic	copy of letter + completed forms
Human Resources (Benefits)	copy of letter
Payroll	copy of letter

Procedure for: