



**SIMON FRASER UNIVERSITY**  
**Policies and Procedures**

**Date**  
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**Number**  
A 12.06

**Revision Date**

**Revision No.**

**Faculty Associates and Program Coordinators in the Faculty of Education Policy**

**the services of expert teachers to assist**

**The position**

## **II. Appointment**

The terms and conditions of appointment of Faculty Associates and Program Coordinators are contained in this policy. The appointment of Faculty Associates and Program Coordinators shall conform with the University's policy on academic appointments (A 10.01). Appointments will be made by the Dean and forwarded to the Vice-President, Academic.

### **A.**

- i. Salary - The monthly salary will be one-tenth of the annual salary, exclusive of special or administrative allowances, which the appointee would earn in the British Columbia School District from which the appointee came. Negotiated salary arrangements applicable to the seconded faculty associate's district will be reflected in the faculty associate's salary.
  - ii. Pension and other benefits - The University will pay for the contributions normally made by the School district to the B. C. Teachers' Pension Plan, and to any of the following plans that the faculty associate belongs: medical plan, extended health plan, dental plan, group life insurance plan, and long term disability plan.
  - iii. Secondment - The University will reimburse the employing School district for the faculty associate's salary for nine months (exclusive of special or administrative allowances), and the employer's contribution to the faculty associate's normal benefit plans over a ten month period. (Contracts shorter than nine months will be prorated.)
- b. Faculty Associates not seconded from a B.C. School District
  - i. Salary - The monthly salary will be one-tenth of the annual salary, exclusive of special or administrative allowances. The salary that the faculty associate would earn is based on his/her educational attainment and experience as assessed according to the Burnaby School District salary scale. If the Burnaby School District salary scale changes during the course of the faculty associate's appointment, the applicable changes will be reflected in the faculty associate's salary. The salary will be paid bi-weekly.
  - ii. Pension and other Benefits - The University will pay the faculty associate 6% of salary in lieu of pension contributions to the B.C. Teachers' Pension Plan. These faculty associates will also be eligible to participate in the following University benefit plans:
    - Medical plan: the University and the faculty associate will each pay 50% of the premium.
    - Extended health plan: the University and the faculty associate will each pay 50% of the premium.
    - Dental plan: the University and the faculty associate will each pay 50% of the premium.
- c. All Faculty Associates (seconded or non-seconded)
  - i. Leave - The provisions for sick leave, maternity leave, and leave of absence that are normally available to the faculty associate (in their own School District or in the Burnaby School District for those not seconded) shall apply.
  - ii. Vacation - vacation and statutory holiday pay is provided within the monthly salary paid to the associate. In addition, faculty associates will be entitled to the annual Christmas vacation. Faculty associates will be required to undertake program responsibilities during the five-day Spring Term break in the public schools.

**B. Program Coordinators**

**1. Qualifications - an appointee will normally have:**

- a. eight years' successful teaching experience in the public school system;
- b.

**b. Program Coordinators who are not seconded from a B.C. School District**

- i. Salary - For each twelve month period of contract, a Program Coordinator shall receive an annual salary equal to 10.5/10th of the annual salary that he/she would receive if he/she were placed on the Burnaby District Salary Scale (exclusive of special or administrative allowances). If the Burnaby School District salary scale changes during the course of the Program Coordinator's appointment, the applicable changes will be reflected in the Program Coordinator's salary. The salary will be paid bi-weekly.
- ii. Pension and other benefits - A Program Coordinator is eligible to participate in the following University plans:

- Academic Pension Plan
- Medical Plan
- Extended Health Plan
- Dental Plan
- Group Life Insurance Plan
- Long Term Disability Plan

The proportion of premiums paid by the University and the Program Coordinator will be the same as for members of the Faculty Association bargaining group.

- iii. Leave - The University policies on sick leave, maternity leave and leave of absence shall apply.

**c. All Program Coordinators (seconded or not) Vacation**

Program Coordinators will be entitled to 30 working days paid vacation per year of service, the time of which will be subject to the approval of the Dean of the Faculty of Education.

**C. All Faculty Associates and Program Coordinators (seconded or not)**

- i. Travel Reimbursement - Appointees will be entitled to reimbursement at current University rates for approved travel expenses incurred during the discharge of their duties.
- ii. Relocation Expenses - Appointees relocating at the request of the University within B.C. at a distance of more than 150 kilometres may be reimbursed up to half the base amount shown in A 21.02. Appointees relocating to Vancouver from outside the province may be reimbursed up to the equivalent of the cost of double the

six credit hours of courses for each academic year of their appointment to be used up to three years after the end of their spouse's or parent's appointment.

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**Interpretation**

Questions of interpretation or application of this policy shall be referred to the Vice-President, Academic, whose decision shall be final.