

**FACULTY INFORMATION
HANDBOOK**

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Definitions

In this Handbook:

1. "Board" means the Board of Governors of the University;
2. "College" means a college on the Saskatoon campus, e.g., College of Commerce, and a faculty on the Regina campus, e.g., Faculty of Arts and Science;
3. "Dean" refers both to the Dean of a College and the Dean of a Faculty;
4. "Head of a Department" means the Head of a Department, the Chairman of a Department, the Director of a School or Institute, the Director of Extension and the Librarian;
5. "Academic Year" is defined as the period July 1 to June 30;
6. "Associations" means the faculty associations on both campuses;
7. "Adjunct Professor" is an unsalaried appointee in the College of Graduate Studies, usually an employee of a government research laboratory or similar agency in the province;
8. "Faculty Member" is a person appointed by the Board to the rank of Professor, Associate Professor, Assistant Professor, Lecturer, Special Lecturer, or Instructor and includes visiting appointees and adjunct professors.

1.0 INTRODUCTION

This handbook contains a summary of the more important regulations and practices which are of particular concern to present and potential members of the faculty of both the Saskatoon and Regina campuses of the University of Saskatchewan.

The regulations and practices contained in the handbook have evolved from the joint consultative procedure between the Faculty Associations and the Board of Governors and have been agreed to by these bodies. The consultative process is an ongoing one. Approved changes will be reported regularly to the faculty and to prospective appointees prior to their acceptance of employment.

The University of Saskatchewan operates on a one-University, two-campus basis. This organization arrangement is unique in Canada. Regulations concerning terms and conditions of employment as outlined in this handbook are intended to apply on both campuses of the University and every effort is made to ensure consistency of application of these regulations on each campus. However there are differences in detailed procedure followed on each campus. This handbook contains the major regulations and practices.

Procedures manuals are maintained by the Business Office on each campus.

2.0 HISTORY AND CONSTITUTION

The Act establishing the University of Saskatchewan was passed by the Legislative Assembly of the Province on April 3, 1907. The Senate held its first meeting on January 8, 1908, when elections to the Board of Governors were held. In August of the same year, Professor Walter C. Murray of Dalhousie University, Nova Scotia, was appointed first President of the University; he continued to hold that office until June 30, 1937. Other presidents have been J. S. Thomson (1937-49), W. P. Thompson (1949-59), and J. W. T. Spinks (1959-).

The first classes in Arts and Science began on September 28, 1909, when seventy students were registered. The first building at Saskatoon was opened for the admission of students in October, 1912. The other Colleges were established as follows: Agriculture (1917), Engineering (1912), Law (1913), Pharmacy (1914), Commerce (1917), Medicine (1926), Education (1927), Home Economics (1928), Nursing (1938), Graduate Studies (1946), Physical Education (1958), Veterinary Medicine (1964), Dentistry (1965).

Some of these began work as Schools under the administration of other faculties, but all have since become Colleges.

In 1936 the Fathers of the Order of St. Basil established St. Thomas More College on the campus at Saskatoon as an arts college in federation with the University; it offers, in co-operation with the College of Arts and Science, all types of courses leading to the B.A. degree of the University of Saskatchewan.

In 1934 Regina College became part of the University and continued as a Junior College with a Conservatory of Music. On July 1, 1961, the College was renamed the University of Saskatchewan, Regina Campus. The Regina Campus

offers courses leading to Bachelor's degrees through its Faculties of Arts and Science, Education, Administration, and Engineering, and its School of Social Work, and to graduate degrees through its Faculty of Graduate Studies and Research. In 1966 Campion College, a Junior College of the University from 1924, became a federated Arts and Science college and in 1968 opened a building on the Regina Campus grounds. In the same year Luther College of Regina, also previously a Junior College of the University, entered into federation with the Regina Campus. Its facilities on the Regina Campus were opened in 1971.

Other Junior Colleges were authorized in 1924 to give work for university credit to the end of the first year in Arts. Those continuing to function are St. Peter's College, Muenster, and St. Joseph's College, Yorkton.

On July 1, 1964 the two Teachers Colleges at Saskatoon and Regina became a part of the University; since then all teacher training programs have been integrated within the University.

Theological colleges, affiliated with the University and located on or near the Saskatoon campus, began work as follows: Emmanuel College (Anglican) 1909 (now the College of Emmanuel and St. Chad), St. Andrew's College (United Church) 1913, Lutheran Theological Seminary (formerly Lutheran College and Seminary 1920, and Luther Theological Seminary 1949).

In 1967 the University was reorganized as a two-campus institution.

The Constitution of the University is determined by the University Act of the Province of Saskatchewan, first passed in 1907 and subsequently amended. The present University Act was assented to on April 25, 1968, and has been amended since that time.

2.1 GOVERNING BODIES The composition and functions of the various bodies making up the government of the University are as follows:

2.11 Convocation Convocation is composed of the Chancellor, the Senate, the surviving members of the first Convocation, and all graduates of the University. It has power to consider all matters affecting the interests and well-being of the University and to make representations thereon to the Senate and to the Board. Annual meetings are held in May and November, for the admission of candidates to degrees.

2.12 Senate. The Senate is composed of the Chancellor and all persons who at any time have held the office of Chancellor, the President of the University, Vice-Presidents of the University, the Principals and Vice-Principals of the campuses, the Assistant to the President of the University, the Minister of Continuing Education, the Minister of Finance, the Deputy Minister of Continuing Education, the Chairman of the Educational Council, the Principals of affiliated colleges at the University, Deans of Colleges or Faculties, Deans of Academic and Student Affairs, such Directors as are nominated by the President and approved by the Senate; fourteen members elected by Convocation from the members thereof, to represent the districts of the Province, in which they must reside; representatives of professional societies, groups, or organizations in the Province which in the opinion of the Senate contribute significantly to the social, economic, and cultural welfare of the Province; and two student representatives from each campus of the University.

The Senate provides for the granting of degrees; authorizes the establishment of colleges, faculties, schools, divisions, departments, and courses of instruction; makes regulations respecting the discipline of students enrolled in the University; considers and takes action upon all matters reported to it by the Board or the General University Council; and makes such recommendations to the Board or the campus Councils as it deems proper for promoting the interests of the University.

2.13 Board of Governors. The Board of Governors consists of the Chancellor, the President, the Principal of each campus, the Deputy Minister of Continuing Education, the Deputy Minister of Finance, nine members appointed by the Lieutenant-Governor-in-Council, five members elected by the Senate, and one eligible student from each campus. It elects its Chairman and Vice-Chairman from its members.

The management, administration and control of the property, revenues, business and affairs of the University are vested in the Board, which has the duty and power to erect and maintain buildings, to expend money on their maintenance and equipment, to provide for the establishment and maintenance of such faculties, departments, chairs, scholarships and prizes as have been determined by the Senate; to appoint the President of the University, the Vice-President or Vice-Presidents of the University, the Principals and Vice-Principals, Deans, Directors, the librarians, professors, and instructors, and all officers, clerks, and employees; to fix their salaries or remuneration, to define their duties and terms of employment which, unless otherwise provided, shall be during the pleasure of the Board; to fix and determine all fees to be paid by students.

2.14 General University Council. The General University Council consists of the President, the Vice-Presidents, the University Secretary, the Dean of the University College of Graduate Studies and Research, the Principals and Vice-Principals of the campuses, the Secretaries of the campuses, and eighteen members from each campus Council. The President is Chairman of the General University Council.

After first receiving a recommendation or report from a campus Council, the General University Council recommends to the Senate the establishment of colleges, faculties, schools, divisions, and departments; reports to the Senate upon the courses of study in the various faculties and departments; authorizes any major change or revision in the curriculum of a college, faculty, or school; makes recommendations to the Senate about admission requirements and standards; authorizes the establishment of scholarships and prizes and makes recommendations thereon to the Board; authorizes the granting of degrees; reviews the academic plans, campus plans, and building programs and makes recommendations thereon to the President; makes recommendations to the Senate or the Board regarding matters considered by the General Council to be of interest to the University.

2.15 Campus Councils. Each campus has a Council consisting of the President, the University Secretary, the Vice-President of the University, the Principal, the Vice-Principals, deans, directors, professors, associate professors, assistant professors and full-time lecturers, special lecturers, instructors, and the Campus Secretary, the Librarian, the Assistant Librarian, library department heads and

professor-7
rch librarians who are employed by the University on a given campus. .
ncipal is chairman of his campus Council.

A campus Council considers and reports to the General University Council upon the courses of study to be provided by the colleges, faculties, divisions and departments of the campus; conducts examinations; and deals with and reports upon all matters assigned or referred to it by the General University Council.

3.0 ADMINISTRATIVE STRUCTURE

The broad structural outlines of the University of Saskatchewan can be deduced from the previous section. Naturally, in an organization as large and diversified as the University, a complex administrative structure has been evolved to enable the organization to achieve its goals. Its reorganization in 1967 into a one-University, two-campus institution has added to that complexity, and the evolution of suitable administrative arrangements continues. The charts on pages 25, 26, 27 indicate in broad outline the formal structure. It is hoped that these will serve as a useful guide in the process of learning about the organization.

4.0 GENERAL RELATIONSHIPS AND PROCEDURES

4.1 UNIVERSITY RELATIONSHIPS The President of the University is responsible for the general supervision and direction of the academic work and the business affairs of the University. The President is also Vice-Chancellor of the University and acts in the absence of the Chancellor. The Board may appoint Vice-Presidents to assist the President; they have such powers and perform such duties as may be determined by the Board or the President.

The Secretary of the University acts as Secretary of the Board, the Senate, and the General University Council.

The Controller is the chief accounting and business officer of the University and is responsible to the Board through the President.

4.2 Campus Relationships The Principal of the campus, under the general authority of the President, is the academic and administrative head of the campus and has such powers as may be determined by the Board and the President. The Principal is also a Vice-President of the University.

4.3 College and Departmental Relationships The Dean is the chief executive officer of his College. In the words of the University Act, he is charged with the responsibility for "general supervision over and direction of the work of the Faculty, and of the teaching and training of the students of his Faculty." In the performance of his duties, he is responsible to the Principal.

The Head of each Department is responsible to the Dean for the work of his Department. He has "general supervision over and direction of the work of the Department." In matters of departmental concern such as teaching duties, courses, staffing, equipment, and budget preparation, he should consult with tenured members of his department in committee. If he is to be absent from the campus for more than a week, he should notify the Dean and the members of his Department of the arrangements which have been made to handle the affairs of the Department.

The Dean of a College may take up with a Department Head in any other College any matter related to the work of his students in that department. Most matters which concern a staff member in relation to University administration should be dealt with through the Head of his Department. The Head has the responsibility of making recommendations to the Dean, who deals directly with the Principal. Members of the faculty are requested to adhere to this procedure. It should always be understood, however, that any member has recourse to the Dean, Principal, or President if he is not satisfied with the normal processes. There are many occasions when it is useful for the Dean and the Principal to hear about a faculty member's work in order to be in a better position to assist him.

4.4 Business Relationships Inquiries regarding specific matters should, in the first instance, be made as follows:

For Matters Involving:	Please Refer to:
Budget control	Business Manager's or Principal's Office
Budget preparation	Budget Office
Administrative arrangements	Business Manager's Office
Personnel (Pensions, insurance, etc.)	Personnel Office
Purchasing of goods and services	Purchasing Office
Accounting practices (research grants accountable advances, etc.)	Chief Accountant's Office
Travel and Leaves of Absence	A Principal's Committee (See also Section 6)

5.0 TERMS OF EMPLOYMENT

The terms and conditions of employment are determined by the University Act, by regulations of the Board of Governors, and by consultation between the Board and the Associations. The terms and conditions, as summarized in this Handbook, are applicable to all members of the full-time* faculty and are part of the contract between the University and each full-time faculty member. The contractual relationship is established by receipt of an offer of appointment from the Principal and signed acceptance of the offer from the applicant.

5.1 APPOINTMENTS All faculty appointments are made by the Board on the recommendation of the President, who must have the advice of a committee for appointments to the rank of Lecturer or equivalent and higher. The composition of committees for appointments at various ranks is as follows:

<i>Rank or Position</i>	<i>Chairman</i>	<i>Committee</i>
Dean or equivalent, and senior administrators	President	Principal, Board Member, two Deans
Department Head, Professor, Associate Professor, the Librarian and Assistant Librarian	Principal	Board Member, Dean, Department Head (for a Department Head, the Heads of two related Departments must be on the committee)

* A full-time faculty member is one employed full-time by the University on a 12-month appointment who is designated as full-time on appointment.

† In addition to the membership provided for, the President or the Principal may recommend to the Board the appointment of additional committee members.

<i>Rank or Position</i>	<i>Chairman</i>	<i>Committee</i>
Adjunct Professor	Principal	Board Member, Dean of Graduate Studies, Dean, and Department Head
Assistant Professor and Lecturer	Vice-Principal	Board Member, Dean, and Department Head
Visiting Appointee and Special Lecturer	Appropriate to level of appointment	Department Head
Instructor	Vice-Principal or Dean	Dean, Vice-Principal and Department Head

Discovering suitable candidates for a vacancy is the responsibility of the Dean of the College to which the Department is assigned for administrative purposes, but the Dean ordinarily delegates this duty to the Head of the Department. For each vacancy, a systematic effort is made to obtain suggestions regarding possible candidates from a large number of suitable sources, so that the appointments committee will normally have several files for comparison along with the recommendation of the department head or dean. It is University policy to advertise in appropriate journals and through the A.U.C.C.

The Department Head prepares, in consultation with other members of his Department (usually tenured members), a file for each of two or three possible candidates, including a curriculum vitae and several letters of recommendation from colleagues of the persons being considered. The candidates' papers are then discussed by the Department Head with his Dean who may seek further information if he thinks this is desirable. These files are then forwarded to the appropriate appointments committee.

Appointments of clinicians for part-time teaching (Clinical Associates, Clinical Instructors, Clinical Lecturers, Clinical Assistant Professors, Clinical Associate Professors, Clinical Professors) are recommended by the Department Head, after consultation with members of the Department in committee, to the Dean and approved by the Principal.

Other appointments (Sessional Lecturers, part-time Instructors, full and part-time demonstrators and sessional assistants other than students) are made on the recommendation of the Head of the Department and the Dean and are submitted to the Principal's Office for approval.

Appointments of student assistants are made by the Head of the Department.

5.11 Moving Expenses An allowance not to exceed \$1,000 will be made to help defray the moving expenses of new appointees, other than Visiting Appointees, of the rank of Professor, Associate Professor, Assistant Professor, Lecturer, the Librarian and the Assistant Librarian. Voluntary termination of the appointment effective before the end of two years will require a refund of one-half of the allowance granted, and before the end of one year, a full refund.

An allowance not exceeding \$500 is available for the moving expenses of Instructors.

Special arrangements may be made for Visiting Appointees, Special Lecturers, "with term" appointees, and others, at the time of appointment.

Allowances are based on the following expenses and shall be paid by the Business Office on the submission of documented claims:

1. Economy airfare for each member of the family plus the cost of travel insurance.
2. Lodging bills to a maximum of seven days upon arrival, when necessarily incurred.
3. Freight and cartage on household furniture and effects supported by receipted bills of lading.
4. Household appliance disconnection and reconnection bills.
5. Cost of travelling to the nearest appropriate immigration office for an interview. (This will not be paid if candidate is refused entry to Canada or declines the position.)

Other expenses incurred by the move may also be recoverable, but the University will not pay the cost of personal property obtained to facilitate the move.

5.12 Immigration Requirements Any person, other than a Canadian citizen or permanent resident of Canada, contemplating entry into Canada for permanent residence or for temporary employment must comply with Canadian Immigration Regulations. An applicant should seek from the nearest Canadian Immigration Office or other Canadian Government representative full information about immigration formalities. If there is no Canadian Government representative in the applicant's country of residence, he should apply to the nearest British Government representative who will provide him with the address of the nearest Canadian Immigration area office.

Special immigration instructions are available from the Personnel Office on request.

5.13 Employment of Members of the Same Family Members of the same family may apply for and be considered, in competition, for academic positions on the University staff. All opportunities and benefits accruing normally to a position or faculty will obtain where such an appointment is made. The Principal must approve of the employment of members of the same family on the faculty or staff of the same Department.

A faculty member may not employ any member of his immediate family, in any capacity, on a research grant which he holds except in special circumstances approved by the Principal.

5.14 Effective Date An appointment to the rank of Instructor or higher usually becomes effective on the first day of July and runs to the last day in June of the year in which it is terminated, but Instructors and Special Lecturers are sometimes appointed on a monthly basis.

In situations where appointments are made at other than 1 July, entitlement to a regular salary increment in the succeeding year is established as follows:

- (a) Appointments effective between 1 July and 1 October will entitle the appointee to a full regular increment.
- (b) Appointments effective after 1 October will entitle the appointee to a regular increment prorated on the basis of the number of months in the year in which the effective date occurs.

tive dates 1 July, divided by twelve. For this purpose, partial months will be treated as full months.
e.g. Appointment date: 15 November
Entitlement — 8/12 x Regular Increment.

Appointments made at any time during the year entitle the appointee to the full scale adjustment in the following year unless arrangements to the contrary are made at the time of appointment.

Except in special circumstances, the first salary payment to a new appointee will be made at the end of the month in which he arrives on campus to take up his duties. Ordinarily, a salary will not be paid until payment from previous employment has ceased.

Appointments made after September 1 will be considered, for tenure purposes only, to have been made from July 1 of the succeeding year.

5.2 ACADEMIC RANKS. All appointments to the faculty are made at one of the following ranks: Professor, Adjunct Professor, Associate Professor, Assistant Professor, Lecturer, Instructor, Clinical Associate, Clinical Instructor, Clinical Lecturer, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Special Lecturer, or Sessional Lecturer. Tenurable ranks include Professor, Associate Professor, Assistant Professor, and Lecturer. The non-tenured ranks are Instructor, Clinical Associate, Clinical Instructor, Clinical Lecturer, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Special Lecturer, Sessional Lecturer, and all professorial appointments with the designation "with term," "without term," or Visiting.

5.3 PROBATIONARY APPOINTMENTS AND TENURE. Appointments to the rank of Professor are normally made with tenure. Appointments to all other tenurable ranks are usually probationary and for one year. Probationary appointments for Assistant Professors and Lecturers may be renewed twice before a decision concerning tenure must be made. When the first appointment is at the rank of Associate Professor the probationary appointment is for one year and is renewable for one more year. An Assistant Professor may be promoted to the rank of Associate Professor before being granted tenure. His first year in the new rank may be probationary, provided that the maximum probationary period for a consecutive appointment as a Lecturer, Assistant Professor, and Associate Professor of three years is not exceeded. A faculty member promoted to the rank of Associate Professor cannot be required to serve more than one year of probation in the new rank. If an appointee to the rank of Lecturer, Assistant Professor, or Associate Professor has previously served as a full-time Instructor, Special Lecturer, or in any rank designated "with term" or Visiting, such a period of service is counted towards the fulfillment of probation. The maximum probationary period for consecutive appointment in these ranks is three years. Continuity of service is not interrupted by leave of absence without pay and educational leave, but such leaves are not considered as probationary service.

A successful candidate for tenure must have satisfactorily performed his academic and other duties during his probationary service and be considered worthy of advancement. A successful candidate must also have shown that he is capable of working effectively as a member of his Department or College and of

the University. When tenure is granted it holds until the normal date of retirement is reached, provided that the duties continue to exist and the employee is performing them satisfactorily. Recommendations for tenure and renewals of probationary appointments must be initiated by the appropriate Department Head or Dean upon the advice of a committee of faculty members. The nature of the recommendation will be communicated to the individual by the Department Head or Dean not later than December 15. If tenure is to be awarded the appointee will be so notified, in writing, by the Principal not later than the last day of February. If tenure is denied, the appointment will terminate as of June 30 and the appointee will be so notified, in writing, by the Principal not later than the last day of February. Reasons for the decision reached will be given in those cases where faculty members are not recommended for renewal of probation or for tenure.

A faculty member appointed after September 15 will have his probationary appointment reviewed within three months of taking up his appointment at the University and will be given three months' notice of termination, without regard to the June 30 year-end (except that his termination date will not be prior to that date), if his appointment is not renewed.

Further information on the tenure regulations effective on each campus may be obtained from the Personnel Office.

5.4 LIMITED TERM APPOINTMENTS. These appointments are made for a specific term with the length of the term specified in writing at the time of appointment. An Instructor is appointed for a term not exceeding one academic year. He may be reappointed for up to two, but not more than two, additional terms. Visiting appointments are normally made for an academic year or part thereof. They may be renewed for a second term but such reappointments are exceptional. Special Lecturers and professorial appointees "with term" are appointed when other non-tenurable ranks are not appropriate. Sessional Lecturers and Clinical appointees are part-time teachers in charge of one or more classes. Recommendations for renewals of term appointments (other than Sessional Lecturers and Clinical appointees) must be initiated by the appropriate Department Head or Dean upon the advice of a committee of faculty members. During the second term or semester* the Principal will advise the person concerned, in writing, if his term appointment is to be renewed or not. No reason need be given for the non-renewal of such appointments.

5.5 ACADEMIC SALARIES A copy of the current schedule is supplied to new appointees along with this Handbook. This schedule is reviewed annually and changes become effective July 1. A faculty member's salary may change because of one or more of three components: the general scale adjustment which shifts the salary range of each rank, the regular annual increase which is specific to each rank, and special increments which are specific to an individual. The size of the regular increment at the end of the first year will depend upon the date of appointment (see also 5.14). Appointees to the ranks of Assistant Professor and Lecturer will normally advance through the scale for the rank by regular annual increments. Appointees to the rank of Associate Professor will advance by annual increment to the mid-point of the scale. Further advance by regular annual in-

* Final notice dates are the last day of February on the Regina Campus and March 31 at Saskatoon.

crements de promotion past the mid-point. Increases beyond the regular increments in the Full Professor rank are by special recommendation.

A regular increment may be withheld for cause. Reasons will be given if the increment is withheld.

5.51 Special Salary Increases and Promotions The salary status and the rank of each member of the faculty is reviewed annually by the University. For all ranks other than Deans, Department Heads, or equivalent, this review is carried out by a system of committees involving faculty participation. Responsibility for initiating recommendations for special salary increases or promotions rests in the first instance with the Department Head. Such recommendations are considered by a College or Divisional Review Committee. The recommendations of the Dean, Department Head, and Review Committee are forwarded to the Principal.

To ensure as much consistency as possible, all recommendations made by the various colleges are then considered by a general committee. The Principal is Chairman of this committee and the Vice-Principal is a member. A nominee of the Faculty Association sits with the Committee.

Promotions from one rank to the next or through the mid-point of the Associate Professor rank are not made automatically with the passage of time but rather are made on the basis of a positive case for such action. A member may remain at the maximum salary for his rank or at the mid-point of the Associate Professor rank. All members who are one increment or less from the top of a rank or from the mid-point of the Associate Professor rank will be formally considered for promotion and, if promotion is not recommended or granted, reasons will be given.

When the faculty member is promoted from one rank to another, the salary increase will be not less than an amount equal to the sum of the general scale adjustment plus the regular increment of the rank from which he has been promoted.

Factors taken into consideration by review committees include success as a teacher, scholarship, administrative and extension duties, and public service.

A faculty member on leave is not normally eligible for promotion and special salary increases but is eligible for regular annual increments and receives the benefit of any general scale adjustments authorized during the period of leave.

5.6 PERFORMANCE OF DUTIES University duties involve teaching, consultation with students, research and other scholarly work, administrative and extension work, and public service and are performed on a twelve-month basis unless otherwise specified. The appointee shall diligently assume, perform and discharge the office and duties of such appointment on a full-time basis, in accordance with the requirements prescribed and laid down from time to time by the University.

Any significant absence from duties (especially teaching duties) shall be arranged through the Department Head and be approved by the Dean. Such requests normally will be approved if the faculty member has made arrangements so that his duties will be performed by other members of his Department during his absence. Absence of more than one week, other than for annual vacation, requires the additional approval of the Principal.

The Head of a Department will arrange with the members of the Department their summer programs and annual vacations in such a way as to ensure that the departmental responsibilities are adequately performed during the spring and summer period.

Notwithstanding the above requirements, it is the established practice of the University to pay a stipend for teaching a class in the period between May 1 and August 30 when the class is offered and the faculty member is asked to teach it. However, a faculty member may not teach more than one class during this period, unless permission is granted by the Principal.

5.61 Candidates for Postgraduate Degrees As a general policy no full-time employee of the University is allowed to become a candidate for a postgraduate degree or diploma from the campus on which he is regularly employed. Exceptions may be made in certain cases on the basis of a submission to a specially constituted committee of the University College of Graduate Studies. Further information may be obtained from the Dean of Graduate Studies on each campus.

5.62 Outside Employment Within the general framework outlined above and taking into account conditions formally agreed upon at appointment, faculty members are free to do outside work provided the following conditions are met:

A. During the regular session a faculty member may, with the approval of his Department Head and Dean, undertake short-term work of a suitable nature.

B. Between regular sessions:

1. The work is to be of appropriate nature. It is not possible to list the various kinds of work which would be looked upon favorably. They include research for other organizations, writing books and papers, and professional work which would provide good experience in relation to University duties. It is important that the work be related to the faculty member's University activities or be of public service.

2. The work is not to interfere with the thorough performance of the faculty member's University duties. Even the most suitable kind of work is not to be undertaken in such an amount as to interfere with those duties.

3. Before undertaking outside work, including the teaching of summer sessions at another university, a faculty member shall make a written application to the Principal with the prior approval of his Department Head and Dean. The Principal is authorized to decide upon the suitability of the work and his written approval is required before a faculty member may proceed.

The application should give the following information:

- (a) proposed date of beginning and ending the work;
- (b) amount of time per day or week that would be required;
- (c) name of employer;
- (d) nature of work;
- (e) expected remuneration.

Any faculty member who wishes to apply for permission to carry on such outside work may obtain an appropriate application form at the Principal's Office. If the proposed work is such that adjustment of the faculty member's duties or salary seems desirable, the approval of the Board must be secured.

- C. Not later than April 30 of each year, every faculty member shall report to the Principal the nature of all outside employment both paid and unpaid, the date of its performance, and the time spent thereon during the preceding calendar year. A report shall be submitted by all faculty members even though they had no outside employment during the year.
- D. 1. All fees received for testing, analysis and consultation of a routine character are paid to the University and credited to the general fund; but for work involving expert opinion and advice, a member may charge a fee appropriate to the nature of the work.
2. In any opinion or certificate which a member may give as to the merits or claim of any business undertaking or of any scientific or practical invention, he shall not use the official title of the University or of any of its parts, or refer to his professional connection therewith, without the approval of the Board.
3. Permission of the Board must be obtained before a member of faculty agrees to act as a director or an officer of a company. If, in the opinion of the Board, there is a possibility that the faculty member's association with the University may be used to promote the sale of the securities of the company, permission may be withheld.

5.7 TERMINATION OF EMPLOYMENT

5.71 *Resignations* Resignations must be submitted by March 31 and be effective as of June 30, which is the normal termination date of appointments. A member intending to resign must send a formal letter of resignation to the Principal. Copies should be sent to the Dean of the College and the Head of the Department.

Unless other arrangements are approved by the Principal, resignations become effective on June 30. A resigning faculty member should arrange to take his annual vacation before that date. By mutual agreement between the faculty member and the Principal, other arrangements may be made, but salary will not be paid after the faculty member has taken up the duties of his new position.

5.72 *Dismissal* No faculty member who has tenure or whose term of appointment has not expired may be dismissed except for just cause and on reasonable notice. The faculty member will be given, in writing, the reasons for and the effective date of his dismissal. Dismissal procedures are under review by the Joint Consultative Committee.

5.73 *Severance* Procedures to be followed, should staff reductions be necessary, are presently under review at the Joint Consultative Committee.

5.74 *Retirement* The retirement date of a member of the academic staff is the 30th day of June coinciding with or next following his 67th birthday. With the consent of the Board and subject to the provisions of any pension plan by which he may be covered, a member may retire before his normal retirement date or his duties and responsibilities may be reduced, if he so desires, on terms mutually agreeable to him and the Principal. A faculty member may be re-employed on a negotiated basis past retirement age if the University requires his services. Such re-employment will not preclude the receipt of his University pension plan benefits.

5.75 *Death* In the event of death, before retirement, of a member of the faculty, the Personnel Office should be notified as soon as practical. The Personnel Office will provide advice and assistance in completing claims for group life insurance, pension and, if applicable, accident insurance coverage. In addition, dependents are advised to seek professional advice on general estate matters.

As a death benefit, the University will pay the faculty member's relict or other dependent two months' salary in addition to payment to his estate of that portion of the month that has elapsed up to and including the date of death, the calculation for this part-month to be made in the same manner as that used for faculty members who terminate their employment in the middle of a month.

5.76 *Clearance Procedures* Upon termination of employment, the final salary cheque will not be issued until all material and financial obligations to the University have been satisfied. Such obligations may include amounts owing to the University for goods and services, books borrowed from the Library. A V equipment on loan, ID cards and keys issued.

5.8 MISCELLANEOUS TERMS OF EMPLOYMENT

5.81 *ID Cards* Identification cards are provided by the University to all faculty members. The ID card is an integral part of the library circulation system and is often very helpful to a faculty member who is visiting other universities.

5.82 *Patents and Copyrights* Any member of the academic staff who did not hold a definite or continuous appointment from the University on June 30, 1956 is required to enter into an agreement with the University regarding the assignment of all rights in and to all discoveries and inventions made or conceived by him during the period of his employment at the University and relating to or arising out of the scientific or other scholarly work upon which he is engaged at the University. One of three actions are taken on disclosure of a new device or process: (a) The University may waive its contractual rights to the device or process; (b) The University may undertake patent procedures; and share with the inventor any net financial return from the manufacture or use of the patent or process; (c) The University may refer the disclosure to Canadian Patents and Developments Ltd., for patent action, again, with any net financial return shared with the inventor. Detailed information is available from the Vice-President (Research).

A policy with regard to copyrights on films, video tapes, etc., is under study.

5.83 *Media Advertising* In any commercial radio broadcast or telecast which makes use of University personnel, the advertising is to be limited to the naming of the sponsor. The Principal is to be notified in advance by staff members who intend to engage in broadcasts of this type.

5.84 *Letters to the Editor* Faculty members should refrain from using the name of the University in letters to the editor in the general press or in general news articles unless the matter referred to is in the field of special professional competence of the faculty member.

5.85 *Personal Papers* Members of the faculty and administrative staff are asked to maintain all files containing personal papers separate and, if possible, apart from those containing University business. Such files should be clearly marked. In the case of death or long-term disability of a member of the faculty or

administrative staff, his files will be reviewed at the first appropriate time by his immediate superior — Department Head, Dean, or Vice-Principal — together with a personal representative of the staff member or his family, and all personal papers removed from the files.

The University Archives office should be consulted before any documents or papers are destroyed. The Archives office can also be consulted concerning the disposal of personal papers that are not wanted by the staff members or his family.

Faculty members who leave the employ of the University are expected to remove their personal files by the last day of their term of employment with the University unless special arrangements are made with their Department Head or Dean. After that date the University assumes the right to dispose of the files.

5.86 Questionnaires and Field Work Faculty members are asked first to obtain approval from their Dean before using official University letterheads for questionnaires and surveys, or before using their status as University employees to obtain private information or access to private property while engaged in field work.

5.87 Library Use of the Library is governed by regulations approved by the campus Councils.

6.0 EMPLOYMENT BENEFITS

Employment benefits, including salary matters, are negotiated through a "Joint Consultative Committee" and submitted for approval to the Board and to the Associations by that Committee.

The Joint Consultative Committee consists of eight representatives chosen by the Associations and eight representatives appointed by the Board.

Changes in employment benefits approved from time to time by the Board after joint consultation with the Associations are considered to be conditions of employment.

6.1 PENSION PLANS The University's pension plan for academic personnel and designated administrative officers is integrated with the Canada Pension Plan both for contributions and benefits. An outline of the major provisions of both plans is contained in sections 6.11 and 6.12. Complete details of the CPP are available from governmental sources, and the detailed terms of the University's plan are available from the Personnel Office.

6.11 Canada Pension Plan All persons employed in Canada earning taxable income are required by law to contribute to the Canada Pension Plan (CPP). Under this plan contributions and benefits may be adjusted annually in relation to the Consumer Price Index (CPI). Contributions are calculated as a percentage of the "Year's Maximum Pensionable Earnings" (YMPE) less an exemption of \$600 per annum. For example, in 1973 the YMPE is set at \$5600 and the employee's contribution is $1.8\% \times (\$5600 - \$600) = \$90.00$. The University contributes an equal amount.

6.12 University Pension Plan (Revised Pension Plan) All faculty members with tenure are required as a condition of employment to join the University

Academic Pension Plan. Lecturers, Assistant Professors and Associate Professors on probation or with visiting status have the option of joining the plan, but not retroactively, if they make an application to the Personnel Officer. This plan is approved by the Taxation Branch, and the faculty member may claim his contributions as a deduction for income tax purposes up to a maximum of \$2,500 per annum. The faculty member contributes 6% of his salary on the amount equal to his YMPE and 7-1/2% of salary in excess of that amount, and the University contributes an equal amount. The faculty member may make additional voluntary contributions.

The new Academic Pension Plan, called the Revised Plan, came into effect on June 30, 1965. Faculty members retiring after that date are entitled to an annual pension, calculated as a life pension guaranteed 5 years, equal to 2% of "best average earnings" x years of contributory service at the University, less that portion of the CPP earned during his service at the University and less that pension, based on a life pension guaranteed 5 years, earned under the Previous Plan. Other options than the 5 year guarantee are available.

"Best Average Earnings" is the highest average salary earned by the faculty member in any period of six consecutive years. There is a limit on the maximum contributions and benefits for full professors and deans which is based on the median salary for this group.

This plan does not prejudice pension rights of any faculty member under the Previous Plan if he would be entitled to a higher pension under that plan.

In case of death before retirement the plan will pay to the beneficiary or the estate of the faculty member the total of his contributions and the University's contributions plus 4% compound interest.

If a faculty member who has tenure leaves the employ of the University before the age of 60 he is entitled to one of the following options:

- (1) To receive a deferred pension, commencing with his normal retirement age either based on the formula or provided on a money purchase basis by double his required contributions (i.e., the member's required contributions plus the matching University contributions) to the Revised Plan, with compound interest at 4%, plus the deferred pension earned under the Previous Plan, whichever is the more favorable to the faculty member. Subject to the Pension Committee's approval under certain conditions the funds may be transferred to another registered plan.
- (2) A faculty member who has attained the age 45 and completed at least ten years of continuous service at the date of his termination may elect to receive in a lump sum up to 25% of the value of this pension as determined by an actuary selected by the University. The remaining portion of this pension shall be non-commutable and shall be payable at retirement.
- (3) Subject to the approval of the Pension Committee, to receive a cash refund of his own contributions plus 4% compound interest, provided he has not attained the age of 45, and has not completed ten years of service.

In the event that a faculty member's employment with the University is terminated other than by death or retirement before he has been granted tenure, he shall receive a refund of his contributions with compound interest (4%).

The normal retirement date is the 30th day of June next following his 67th

birthday. The plan retains provisions for early retirement.

The University retains the right to make changes in the plan or discontinue the plan, in accordance with the terms of the plan, on recommendation of the Pension Committee. The Committee consists of three members from the Associations and three representatives of the Board.

6.2 GROUP LIFE INSURANCE As a condition of employment every full-time employee of the University is covered by the University Group Insurance Plan. This provides a policy equal to three times annual earnings if such an amount is equal to a multiple of \$1,000, or if not, then an amount equal to the next higher multiple of \$1,000 up to a maximum of \$40,000. It also includes coverage for total disability up to age 60. The employee pays 30 cents per month for each \$1,000 of insurance and the University pays the balance of the cost. No evidence of insurability is required if the faculty member completes the necessary application form within three months of the date of his employment, but if the application is delayed beyond that time a medical examination may be required. The insurance remains in force as long as the faculty member remains on the staff of the University. If the faculty member leaves the employ of the University, his contract can be converted into an individual policy at an adjusted premium without evidence of insurability. The faculty member must exercise this option with the Insurer within one month of leaving the employ of the University.

Complete details of the group policy are available from the Personnel Office.

6.3 SICKNESS AND ACCIDENT COVERAGE

6.31 Salary Continuance Plan As a condition of employment all full-time faculty members who are eligible for the University's academic pension plan, together with instructors in clinical-medical departments, and certain designated administrative officers participate in a group salary continuance plan. The present (1973) premium for this insurance is .804% of annual salary; the University pays one-half of the premium and the faculty member pays the balance through a payroll deduction. Benefits begin when a faculty member has been totally disabled for three months as a result of illness or an accident. The University pays full salary for the three-month waiting period. The benefits include:

1. Payment of the faculty member's full pension premiums (15% of salary at the time of disability).
 2. Payment to the faculty member of 60% of the first \$6,000 of annual salary plus 50% of the next \$6,000 of annual salary plus 35% of annual salary above \$12,000 to a maximum of \$20,000.
- Benefits continue until the normal retirement date or prior recovery. At the present time, such benefits are not taxable income.

Complete details of the Plan are available from the Personnel Office.

6.32 Sick Leave Instructors, Special Lecturers and others not included in the Salary Continuance Insurance Plan are covered by Sick Leave Regulations. Faculty members who were employed prior to the effective date of the Salary Continuance Insurance Plan, October 1, 1962, and who declined to join the plan at that time, are also covered by the Sick Leave Regulations. These regulations

provide for leave of absence on account of sickness or other inability to members of the teaching staff in accordance with the following schedule:

- (a) If the faculty member has
 - less than one year's continuous service: two weeks with full salary;
 - more than one year's but less than two years' continuous service: one month with full salary;
 - more than two years' but less than five years' continuous service: two months with full salary and two months with half salary;
 - more than five years' continuous service: four months with full salary and two months with half salary;
- (b) Minor illnesses or disabilities causing absence of less than one full week shall not be taken into consideration;
- (c) Whenever the period of leave-of-absence prescribed in subparagraph (a) has been exhausted, the period of continuous service shall be computed only from the termination of the last sickness or other disability, and any further period of leave of absence shall be calculated accordingly.

6.4 TRAVEL ASSISTANCE AND INSURANCE Faculty members travelling within the province on University business or outside the province (except on vacation) must obtain prior authorization from their Dean or Department Head for both in-province and out-of-province travel, and also from the Principal's Office for out-of-province travel. Such authorization is necessary in order to secure the benefit of insurance coverage prescribed below (6.42), but does not automatically provide such coverage.

Travel may be at the expense of departmental or college budgets, research accounts, outside agencies, the individual himself or the Staff Travel Fund (6.41). Each of these types of travel involves procedures described in full in the Procedures Manual which is available in the office of each Department or College. Faculty members expecting to travel are urged to acquaint themselves with and to follow the suggested procedures.

6.41 Staff Travel Grants Faculty members may receive assistance to attend meetings of professional or other scholarly societies from a fund administered by a Staff Travel Committee. The committee meets about the middle of each month to review applications, which should, if possible, be submitted at least two months prior to the proposed trip.

The Committee's decision to recommend the award of a grant is influenced by the dates and amounts of the applicant's previous grants, and by whether or not the applicant is presenting a paper or is a member of the executive of the organization sponsoring the meeting.

Grants are normally equal to the cost of return air economy class fare plus a small per diem allowance for the actual days of the meeting to a maximum of five days, but may be varied depending on the availability of funds and campus policy. Grants must be accounted for in accordance with the terms outlined in the Procedures Manual.

Receipt of a Staff Travel grant implies permission to travel and insurance coverage described below (6.42).

4.2 Travel Insurance The University provides travel insurance to members of the faculty who are travelling with the authority of the University whether or not the University expense. This insurance provides coverage of \$50,000 for accidental loss of life and up to \$50,000 for disability occurring during the authorized trip. The premium is chargeable against the source of funds supporting the travel. Further information is available from the Business Office and complete details are contained in the Procedures Manual.

4.5 LEAVES OF ABSENCE The University recognizes the value of allowing faculty members to take leave of absence for scholarly purposes and to undertake special assignments. Several types of leave are available. These are (i) sabbatical leave, (ii) educational leave, (iii) leave without pay, and (iv) leave to hold political office. Application for any type of leave must be submitted on the appropriate form to the Principal's Office by the deadlines specified below together with supporting recommendations from the Department Head and Dean.

All faculty members granted leave for any of the purposes listed above must arrange with the Personnel Office the continuation of employment benefits for which they are eligible during the period of leave. Continuation of the employer's share of the cost of benefit coverage during educational leave and leave of absence without pay is subject to prior approval by the Board.

6.51 Sabbatical Leave The Board grants annually a limited number of sabbatical leaves for a period of study, research, or some special work approved by the Board. An application for leave must be submitted to the Principal's Office by October 1 of the year preceding the academic year for which the leave is requested. A statement of the applicant's proposed program is to accompany the application and a report is to be submitted on his return.

Eligibility for sabbatical leave is established by six continuous years of service in a tenured rank, but consideration may be given to service in a non-tenured rank. Continuity of service is not interrupted by leave of absence without pay and educational leave, but such leaves do not normally count toward the entitlement period.

The pay during sabbatical leave is 80% of salary for the year during which the leave is taken, or 100% of salary for one-half year.

6.52 Educational Leave A limited number of grants are available to assist faculty members in completing graduate work.

Educational leave grants, having a value of \$2,000, are made for a one-year period but, in some cases, may be renewed for a second year upon reapplication. Educational leave, if not awarded at the end of the first or second year of a faculty member's service, will be awarded only to a faculty member with tenure. The recipient of an educational leave grant agrees to return to the University and resume duties for a period equal to his period of absence on educational leave; otherwise, he is required to repay the grant. An application for leave must be submitted to the Principal's Office not later than October 1 of the year preceding the academic year for which the leave is requested.

6.53 Leave Without Pay Leave of absence without pay is granted to enable a faculty member to spend a limited amount of time away from the campus. In general, such leaves are freely granted provided that they are of benefit to the

University and that the work of the individual's Department is not seriously disrupted. Leave of absence without pay is granted for no more than one year at a time. Three consecutive years of such leave is the maximum allowed except in unusual circumstances. Applications must be submitted to the Principal's Office as early as possible, preferably not less than five months prior to the date the leave is to commence. This requirement may be waived when short periods of leave are requested.

6.54 Leave to Hold Political Office If a faculty member proposes to become a candidate for an elective public office which will require a good deal of his time, he must advise the Principal before announcing his candidacy, so that discussion may take place about the desirability or necessity of the faculty member's taking partial or complete leave of absence or making other adjustments in his workload and salary during the campaign and during his term of office, if elected. There is no objection, other than interference with the performance of his duties, to a faculty member becoming a candidate for political office. The leave may be granted for a specific term and is subject to periodic renewal. On the conclusion of his period of leave for political service, a faculty member is entitled to return to employment with the University without loss of academic rank.

6.6 HOLIDAYS AND VACATIONS. Faculty members are entitled to six weeks' annual vacation which is normally to be taken between regular academic sessions of the University, i.e., from Spring Convocation to Fall Registration. Arrangements may be made to take all or part of the vacation entitlement at another time of the year provided that the absence does not conflict with the faculty member's normal duties. Salary will not be paid in lieu of unused vacation time, and under normal circumstances, a faculty member will not be allowed to accumulate his vacation entitlement from one year to the next. Faculty members must notify the Department Head or Dean of their summer programs, and arrange with him the time of their vacations.

A number of declared University Holidays are listed in the University Calendar. On these days, the University will be officially closed.

6.7 HOUSING ADVANCES The University may provide assistance, by way of a one-time, salary advance, for the purpose of purchasing a first home. These advances are available to tenured members of the faculty if they apply within one year after receiving tenure and to non-tenured faculty members if the application is supported by their Department Head. The maximum amount that can be advanced is the lesser of:

- (a) \$3,000, or
- (b) 25% x monthly net pay x 15.

These advances are secured by a promissory note and are repayable over a maximum of 15 months as a payroll deduction. Further information may be obtained from the Personnel Office.

6.8 UNEMPLOYMENT INSURANCE. Recent changes in the Unemployment Insurance Act require all University employees to make contributions to the Unemployment Insurance Fund up to the maximum insurable level of earnings. The University is required to pay 1.4 times the employee contributions. Detailed

information on contribution rates and insured benefits is available from the Personnel Office.

6.9 MISCELLANEOUS EMPLOYMENT BENEFITS

6.91 Degrees Ad Eundem Gradum Under certain conditions, Ad Eundem Gradum standing may be granted to members of faculty who hold degrees from other approved institutions or who have academic qualifications equivalent to those required for one of the degrees awarded by the University of Saskatchewan. Applications should be sent to the Campus Secretary together with supporting recommendations from the Department Head and Dean. Further information on conditions of award, application fees, etc., may be obtained from the Campus Secretary.

6.92 Liability Insurance Each campus of the University carries comprehensive general liability insurance for the protection of itself and its employees against claims by third parties for both personal injury and property damage arising out of the operations of the University. It includes professional liability protection for all employees and has been specifically endorsed to cover:

- the testing of anaesthetics on volunteers
- students engaged in practice teaching
- students registered in the College of Graduate Studies
- Medical and Dental students while pursuing their academic requirements
- Nursing and Laboratory Technology students while pursuing their academic requirements
- Social Work students while pursuing their academic requirements

Persons involved in situations which may result in claims against this insurance should, under no circumstances, accept responsibility on either their own or the University's behalf, but should submit a written statement concerning the incident to the Business Manager as soon as possible. For further information concerning this insurance coverage, consult the Business Office.

6.93 Publications and Reprints The University will provide financial assistance to faculty members wishing to publish articles in reputable professional journals from which notification of acceptance of the article has been received. This support is available from the Publications Budget, and requests for assistance should be directed to the Chairman of the Publications Committee.

The University will pay, as a charge against the Publications Budget, the cost of up to one-hundred reprints of publications under the following conditions:

- (i) the applicant is the author of the article;
- (ii) the article has been published in a reputable journal;
- (iii) the expenditure is approved by the Publications Committee.

6.94 Income Tax Arrangements for Non-Canadians. Canada has income tax agreements and conventions with a number of countries. These provide, on a reciprocal basis, that a teacher who comes to Canada temporarily, for a period not exceeding two years, for the purpose of teaching at an educational institution, is exempt from Canadian income tax on his remuneration earned from such teaching duties in Canada. During the stay, tax and Canada Pension contributions are deducted. A refund of these contributions can be obtained after the teacher has terminated his temporary stay in Canada, if the teacher satisfies the

Canadian tax authorities that he has met the criteria mentioned in the Tax Department's Bulletin 68 covering these arrangements. A copy of the Bulletin should be examined at the Personnel Office.

7.0 OTHER SERVICES AND FACILITIES

7.1 HOSPITAL AND MEDICAL CARE INSURANCE Residents of Saskatchewan are covered by the Saskatchewan Medical Care Insurance Plan and the Saskatchewan Hospital Services Plan. New residents of the Province must make application and pay the premium within three months of their date of entry to the Province. Benefits are payable three months after the date of entry or 30 days after the payment of the premium, whichever is the later. For landed immigrants, discharged members of the Canadian Forces, and Canadian citizens returning from overseas there are special provisions for immediate insurance coverage. The plan is established by law and persons who do not comply with the provisions of the law are subject to a penalty. For further information, consult the Personnel Office.

7.2 PARKING Parking is available on each campus at a moderate cost. An additional charge is made if an electrical outlet is provided.

Parking regulations are made and administered by committees on which the Associations are represented.

7.3 FACULTY CLUB Each campus has a Faculty Club which occupies space rented from the University. These are administered as private clubs under the direction of elected executives. Membership is voluntary, and is open to all members of the faculty and administrative staff. The annual membership fee may be paid as a salary deduction. Services include a dining room, a bar, and limited recreational facilities. Further information may be obtained from the respective Club Secretaries.

7.4 CHARITABLE DONATIONS PLAN Faculty members may avail themselves of a charitable donations payroll deduction plan. Under this plan, each participant authorizes the Business Manager to deduct from this monthly cheque the sum of his pledges to an approved group of charitable organizations. Full details are available from the Personnel Office.

7.5 RESEARCH SUPPORT Research is considered to be a fundamental activity at this University and is supported by the provision of physical facilities and administrative services as well as by encouraging faculty members to engage in research. The University also provides a limited amount of money for specific research projects. These funds are made available upon approval of individual applications to the Principal.

Faculty members seeking outside support for substantial research projects must ensure that applications are approved by the University prior to their submission to the granting agency. All such applications must also have prior approval of the Department Head. Applications requiring signed approval by the University must be submitted to the Dean of Graduate Studies at least two weeks

The following regulations govern the administration of research grants:

- (a) All funds received for research purposes must be deposited with the Business Office and be administered in accordance with University policies consistent with the requirements of the grantor.
- (b) Grantees are responsible for keeping expenditures within the amount of the grant or authorized budget for the project.
- (c) Projects requiring significant contributions by the University in terms of space, staff time, or financial supplements must receive prior approval by the Principal or his delegate. Normally, major projects or those likely to require financial aid are submitted to the Board for approval.
- (d) When written contracts or agreements are required they must be properly executed in accordance with section 73 of the University Act which states: "All transfers, mortgages or other instruments or documents required to be in writing and to which the University is a party shall be deemed to be properly executed by the University if the corporate name and seal of the University are affixed thereto by the Controller or by some other officer of the University authorized by the Board to do so, and such corporate name and seal are immediately followed on the same page by the official signatures of the Controller and the Chairman or Acting Chairman of the Board or by the signatures of any two officers of the University designated by the Board for such purpose."

7.51 Solicitation of Funds. The Board believes that some faculty members, as a result of their relationship with industry and commerce, are in a preferred position to obtain gifts for the University. This practice is encouraged; however, no solicitation of funds should be made without the prior approval of the Principal or his designate. Individual solicitations for special projects must not interfere with the more general requests of the University.

8.0 UNIVERSITY OF SASKATCHEWAN FACULTY ASSOCIATIONS

The Association at Saskatoon was established in 1952 and the Association at Regina in 1963. Both Associations are affiliated with the Canadian Association of University Teachers.

The Associations are recognized by the Board of Governors as the representatives of all faculty, extension specialists and librarians for purposes of negotiation with respect to non-academic matters. These include matters of professional concern to the faculty and terms of employment such as salaries, pensions, insurance, and tenure. The Associations jointly prepare an annual brief for the Board covering the items to be considered by the Joint Consultative Committee. These matters are negotiated at the University level by the Joint Consultative Committee which has members from the Board and both Associations. A joint Administration — Faculty Association Committee (Joint Consultation) has been established on each campus to deal with the development and implementation of procedures at the campus level.

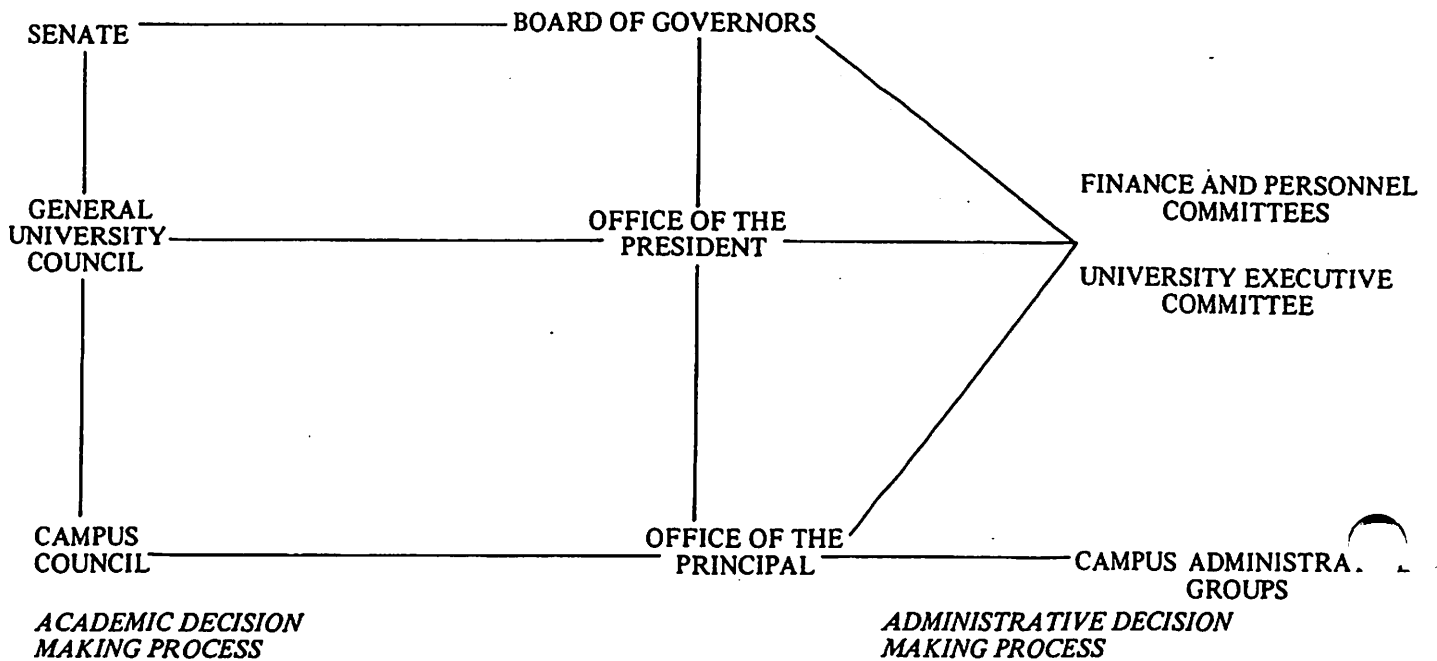
The Associations have representatives on other University and Campus committees. For example, at the University level each Association has a represen-

tative on the Pension Committee and the Insurance Committee. At the campus level, representatives are appointed to such committees as the General Committee on Promotions and Special Salary Increases, the Sabbatical Leave Committee, the Educational Leave Committee, and the Staff Travel Fund Committee.

The Associations have a number of internal committees established to assist the Executive with matters such as grievances, salary negotiation, appeal procedures, and other similar matters in which they are directly and continuously involved. Membership in the Associations and the C.A.U.T. is voluntary but about 80 percent of the eligible faculty, extension specialists and librarians are members. The high level of membership support and the direct involvement of the Associations in matters of concern to the faculty and the University have made them powerful and useful bodies within the University. The Board has recognized that the work of the Chairman of each Association constitutes a proper and important University activity.

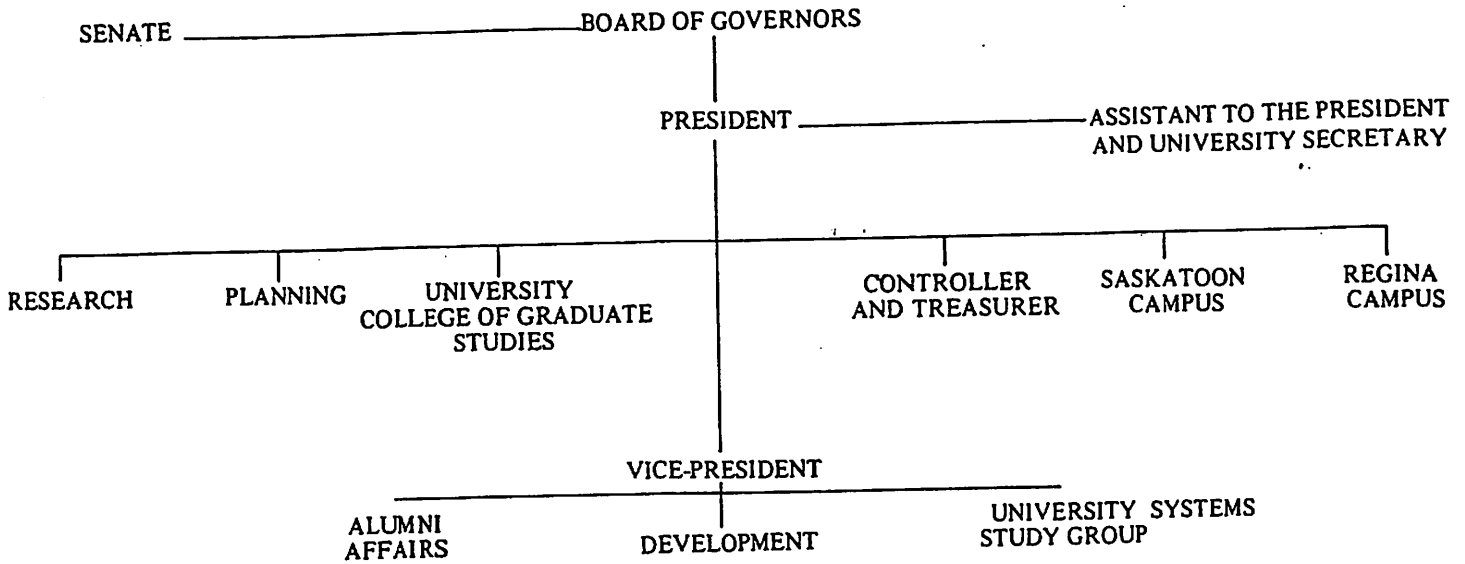
Each Faculty Association will supply a copy of its constitution on request.

UNIVERSITY OF SASKATCHEWAN ORGANIZATION



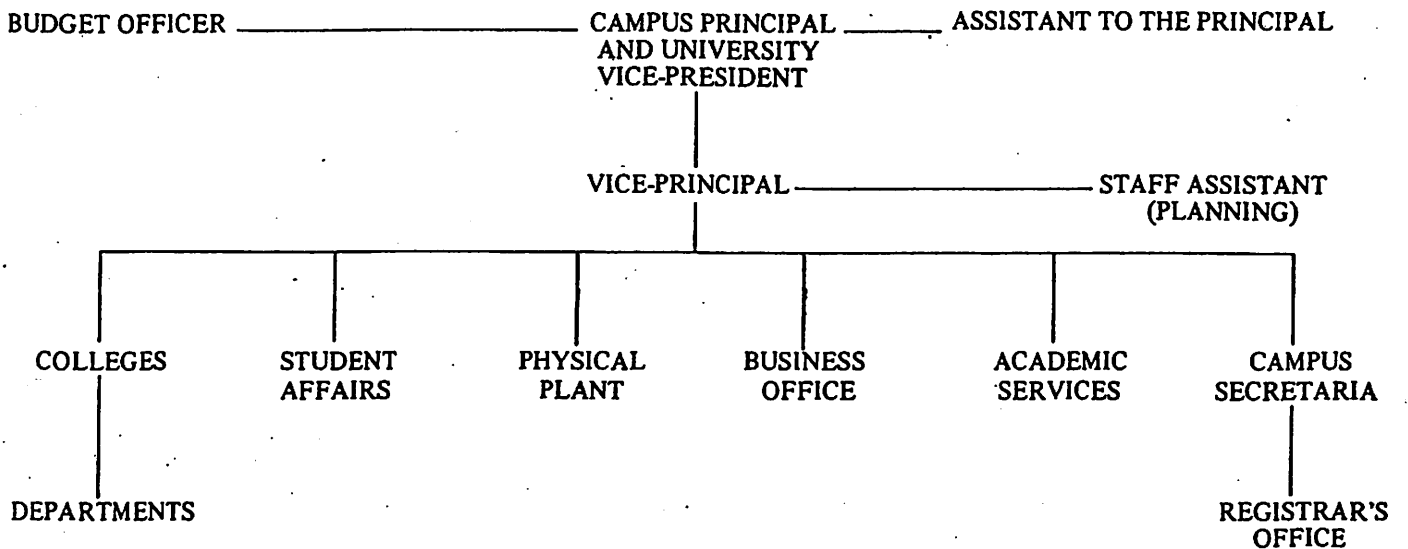
**UNIVERSITY OF SASKATCHEWAN
ORGANIZATION**

UNIVERSITY OFFICES



**UNIVERSITY OF SASKATCHEWAN
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CAMPUS OFFICES



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