

	<b>Academic Administrators Excluded from BUFA</b>		<b><i>First Approved:</i></b> <i>November 28, 2002</i>
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<b><i>Board of Governors Policy</i></b>	<b><i>Approved by</i></b>	<i>Board of Governors</i>	<b><i>Reviewed:</i></b> <i>September 28, 2013</i>
	<b><i>Administered by</i></b>	<i>Board of Governors</i>	

This policy applies to Academic Administrators, who are tenured with academic ranks and/or fallback positions and who are excluded from the Brandon University Faculty Association (BUFA).

For the purpose of this policy, Senior Academic Administrators refers specifically to the Vice-President (Academic & Provost); Associate Vice-President (Research) and Dean of Grad Studies; Dean, Faculty of Arts; Dean, Faculty of Education; Dean, Faculty of Science; Dean, School of Music; and the Dean, Faculty of Health Studies.

This policy provides supplementary terms and conditions of employment that are appropriate for administrators. Any reference to the BUFA Collective Agreement in this policy refers to the current Collective Agreement.

### **Employment Contract Terms**

The term of an appointment shall normally be five (5) years. Both the University and the employee must give six (6) months termination notice. This clause may be waived subject to mutual agreement of both parties. Where Academic Administrators are appointed internally, whether from the Professorial, P.A., or A.A. ranks, they shall have the right to rejoin the bargaining unit after serving their administrative term(s), as per Article 28: Academic Administrators, of the BUFA Collective Agreement.

### **Salary and Administrative Stipend**

The base salary for Academic Administrators normally shall parallel their academic salary scales. Academic Administrators may receive their academic rank salary (base salary) plus an administrative stipend to compensate them for their additional responsibilities as administrators. A Professional Development Allowance may be provided to Academic Administrators, identical to that provided for faculty. Senior Academic Administrators shall be eligible for an additional Professional Development Allowance subject to the approval of the immediate supervisor (President or Vice-President (Academic & Provost)). Initial placement for the administrative stipend shall be within the appropriate stipend range depending on the level of the administrative position, the relevant administrative qualifications, and other considerations associated with the incumbent and his/her role, as recommended by the President or designate.

The salary administration system provides for regular changes to base salary with changes to the reference faculty salary scales, as negotiated with BUFA and approved by the Board of Governors. Academic Administrators shall normally receive an annual increment on their base salary, based upon their underlying academic rank, at the same time as increments are granted to members of BUFA.

The administrative stipend system provides for regular changes to the administrative stipend ranges with changes to the reference faculty salary scales, as well as a stipend range to recognize career status, career development and performance, and position responsibilities. For administrative stipend purposes, the reference group for Deans shall be Professor and for the University Librarian and Directors the reference group shall be Associate Professor.

The administrative stipend range shall normally be twelve and one-half percent (12.5%) of the salary scale (floor to ceiling) for the reference group. Upon renewal for a second or subsequent term as a Dean, the stipend range normally shall be seventeen and one-half percent (17.5%) of the salary scale (floor to ceiling) for the reference group.

A service increment normally shall equal twelve and one-half percent (12.5%) of the value of an increment for the reference group. Upon renewal for a second or subsequent term as a Dean, the service increment normally shall be seventeen and one-half percent (17.5%) of the value of an increment for the reference group. Regular annual adjustments normally shall be made as per changes to the stipend range/reference group salary scale, plus an increment, as approved by the Board of Governors, for satisfactory service/performance, or, in exceptional cases and with the approval of the President, no or one-half increment for less than fully satisfactory service/performance; or one and one-half to two increments for meritorious service/performance, to the maximum of the stipend range.

### **Performance Objectives and Review**

As per the Board of Governors Policy on the Appointment and Review Academic Administrators, the review of a Senior Academic Administrator shall be conducted prior to the end of the incumbent's first term of office.

The immediate supervisor, the President or Vice-President (Academic & Provost), will meet with each Academic Administrator and conduct an annual goal setting and performance review.

### **Administrative Leave**

1. Administrative leave, as described below, shall only be available to Senior Academic Administrators, the Director of the Rural Development Institute, and the University Librarian.
2. Administrative Leave is a benefit normally provided to enable Academic Administrators to effectively enter, or return to, professorial responsibilities after having been in an administrative position for a period of time, or, if between terms, in order to maintain his/her effectiveness, professional development and research progress for his/her next term as an Academic Administrator. Administrative leave is for the purpose of professional development and/or academic activity to the benefit, not only of the leave

taker, but also of the Brandon University community in general. Such leaves shall normally be awarded on the basis of demonstrated benefit to the University and the employee, subject to the recommendation of the President and approval of the Board of Governors. Hence, terminal administrative leave shall not normally be granted.

3. Academic Administrators shall be eligible for a full administrative leave (see #4 below) after serving one term, normally five (5) years, as an Academic Administrator at Brandon University. Service to be counted as time towards an administrative leave must be uninterrupted by maternity or parental leaves, extended sick leave, or any other leave declared by the University to be for the same purpose as an administrative leave. In calculating years of service, time spent as "Acting" or "Pro-tem" Academic Administrator may be credited. An Academic Administrator may choose to defer a leave, with the approval of the President, and in so doing, bank years of service.
4. A full Administrative Leave normally shall be:
  - a) for a period up to twelve (12) months, at eighty percent (80%) of his/her annual base salary (i.e. minus administrative stipend) in effect during the period of administrative leave, with the University continuing benefit payments at the base salary rate, subject to the provisions of those benefit plans; or
  - b) for a period of up to six (6) months, at one hundred percent (100%) of his/her annual base salary (i.e. minus administrative stipend) in effect during the period of administrative leave, with the University continuing benefit payments at the base salary rate, subject to the provisions of those benefit plans; or
  - c) for a period of up to four (4) months, at one hundred percent (100%) of his/her annual base salary plus administrative stipend, in effect during the period of administrative leave, with the University continuing benefit payments at the base salary rate, subject to the provisions of those benefits plans.
5. In the case of an Academic Administrator completing at least 10 years of continuous service, where the Academic Administrator did not take administrative leave, as described in #4 above, the Academic Administrator shall be eligible for a full administrative leave for a period of up to twelve (12) months, at one hundred percent (100%) of his/her annual base salary (minus administrative stipend) in effect during the period of administrative leave, with the University continuing benefit payments at the base salary rate, subject to the provisions of those benefit plans.
6. If a) an Academic Administrator's administrative leave salary, plus b) other income arising out of the administrative leave, exceeds c) his/her base salary at Brandon University, plus reasonable travel costs for himself/herself and his/her dependents, then the University shall reduce a) until  $a+b=c$  (see #4-5 above for explanation). Any monies recovered under this clause shall be placed in the Brandon University Research Fund.
7. Eligible Academic Administrators shall apply for administrative leave, in writing, to their immediate supervisor. This application must be submitted at least four months prior to the commencement of the leave.

8. Application for Administrative Leave shall include a detailed statement of plans for the entire period of the proposed administrative leave and shall detail the benefits for both the applicant and the institution.
9. Where applicable, the immediate supervisor shall forward the applications for Administrative Leave, along with his/her recommendation, to the President at least three months prior to the commencement of the leave. The President shall submit his/her recommendation to the Board of Governors for ratification, and shall inform the applicant, in writing, of the decision. Denials shall be accompanied with reasons for the decision.
10. If necessary, Academic Administrators shall defer their Administrative Leave in the following order:
  - a) those who last were on administrative leave or sabbatical leave;
  - b) those with the least number of years of service at Brandon University.
11. Academic Administrators who defer their administrative leave in order to meet the requirements of 10 a) or b) above, shall not forfeit the leave credits they have accumulated. The excess service due to the application of 10 a) or b) above shall be credited towards a subsequent administrative leave.
12. Once an administrative leave has been granted, it is expected that the leave will be taken. Such leave shall be taken prior to the new term of appointment taking effect, or as agreed between the individual and the President.
13. Upon completion of an administrative leave, the Academic Administrator is under an obligation to return to Brandon University for a period of time equal to the duration of the leave, or refund on a pro-rated basis, the financial assistance received from the University, unless waived by the University. One month after completion of the administrative leave, a full written report of the scholarly, professional, and administrative activities undertaken during that leave must be submitted to the immediate supervisor.
14. The Academic Administrator may apply to the Vice-President (Academic and Provost) or President, where appropriate, to receive part of his/her salary as a research grant while on administrative leave.
15. During an administrative leave, an 'Acting' Academic Administrator may be appointed to serve to replace the individual on leave.
16. Administrative leaves referred to in this policy are funded centrally.

### **Vacation and Leave**

The provisions of Article 20: Vacation and Leave, of the Collective Agreement between Brandon University and BUFA shall apply to academic administrators.

## **Promotion and Tenure of Academic Administrators**

The provisions of Article 12: Promotions, Article 13: Tenure, and Article 28: Academic Administrators of the Collective Agreement between Brandon University and BUFA shall apply.

## **Academic Freedom**

The provisions of Article 5: Academic Freedom of the Collective Agreement between Brandon University and BUFA shall apply.

## **Conflict of Interest**

Refer to the Board of Governors By-law No. 10 - Conflict of Interest.

## **Teaching Load**

Academic Administrators may be required to teach up to three (3) credit hours as part of their workload. Any additional courses are “own account”, and require the approval of the President or designate. Sessional overload stipend rates shall apply to all such approved “own account” courses.

## **Renewal of Appointment**

Refer to the Board of Governors Policy on Appointment and Review of Academic Administrators.