

 <p><b>BRANDON UNIVERSITY</b> Founded 1899</p>	<h2>Appointments Policy</h2>	<p><b>First Approved:</b> December 15, 1988 (as Central Appointments Committee Policy)</p>
		<p><b>Updated:</b> February 26, 2011</p>
<p><b>Board of Governors Policy</b></p>	<p><b>Approved by</b> Board of Governors <b>Administered by</b> President and Vice-Chancellor</p>	<p><b>Reviewed:</b> February 26, 2011</p>

### Terms of Reference:

In accordance with the *Brandon University Act* of the Province of Manitoba, it is the role of the Board of Governors to “engage academic and other staff as required,” and to “determine the administrative and academic organization of the university.” Therefore, the Board of Governors is responsible for the creation and filling of positions at the University. This is done within the framework of existing collective agreements and University policies by the President with the guidance of the President’s Administrative Council (PAC).

The President is responsible for the “general supervision over and direction of the operation of the University, including the academic work of the University.” Therefore, the President has a key role in the decisions regarding human resource sufficiency and placement. The President may approve appointments directly, however the normal practice is to seek recommendation from the PAC.

The PAC reviews and makes recommendations to the President on the establishment and filling of new and vacant positions (academic and non-academic below the rank of Dean). The final decision is the responsibility of the President. Changes in positions and appointments are regularly reported to the Board.

The Appointments Policy applies to all line positions within the operating budget, as well as positions in self-funding cost-recovery operations and special projects. It applies to sabbatical and leave replacements and positions to be filled for less than one year, whether within the current budget year or beyond. It does not apply to student or research assistants or to sessional appointments.

### Vacancy:

A vacancy occurs when a person occupying an approved line position on the Position List, which is generated by Human Resources, permanently terminates employment with the University. The termination may be for any reason.

### **Staffing Plan Procedures:**

Each year, each budget unit prepares a four year staffing plan. The staffing plan should specifically reference the unit strategic context and the University Strategic Plans. The plan should identify all current line positions and indicate anticipated vacancies and desired new or replacement appointments. The plan should indicate processes to be undertaken to achieve short and longer-term unit and University objectives, and timelines where relevant. Each position expected to become vacant, and new positions are be given one of the following designations:

- A. To be retained by the unit as a replacement of the position vacated.
- B. To be reallocated within the original unit for a position of higher priority.
- C. To be reallocated to another budget unit for a position of higher priority.
- D. To be eliminated.
- E. To be created if it did not exist in the previous year.

### **Staffing Plan Schedule:**

1. By September 15<sup>th</sup> of each year, the budget unit heads develop an updated staffing plan, which is circulated to the members of PAC.
2. By October 15<sup>th</sup> PAC will review the plans and develop recommendations for the President.
3. By October 31<sup>st</sup>, the President develops the final staffing plan, with the assistance of the President's Executive Council. The plan reflects the above designation of each line position and includes a priority list of positions to be filled as funds are available. The plan also forms the basis of the budget allocation process for positions.

### **Request to Fill Vacancies Procedures:**

**Academic positions** are considered three times each academic year. The Staffing Plan Schedule above is the first occasion. Approved positions may be advertised after the President has developed the final staffing plan, subject to available budget.

An abbreviated version of the Staffing Plan Schedule is completed again beginning January 15<sup>th</sup> and May 1<sup>st</sup> for any new vacancies and desired new or replacement appointments arising since the last Staffing Plan was issued. This process is to be completed within one month of the submission of unit submissions.

Only in exceptional circumstances, as determined by the President, will academic positions be considered between these planning processes.

**Academic support, Administrative support, and Management** positions below the rank of Dean are included in the September Staffing Plan process. Thereafter, the filling of positions is considered as vacancies arise at regular meetings of the PAC, using the September Staffing Plan as the guide. New positions are only considered as part of the September process.

## **Unit Submissions:**

To ensure the PAC has the information necessary to evaluate the requests for appointments, the following information must be provided by the Budget Unit Head.

1. The type of Position requested:
  - a. New or Replacement;
  - b. Full-time or Part-time;
  - c. Term, Probationary, Tenured, or Continuing;
  - d. Other (specify).
2. The number of appointments in the department.
3. Other relevant quantitative and qualitative data, indicating trends.
4. The impact of the position on other departments and other units on campus.
5. A brief description of the position requested, qualifications required, and the strategic context.
6. Requests for new positions, whether new to the unit or a reallocated position within the unit, should indicate the history and the strategic change signalled by the addition of the position.