
Tutoring - Non-Academic Professional Staff Policy

Department Policy Number

020 007

Effective Date

Revised April 2003

Purpose

This policy outlines the process for recruiting Non-Academic Professional staff as employees to perform tutoring duties.

Definitions

The Board	The Governors of Athabasca University
AUFA	Athabasca University Faculty Association
CUPE	Canadian Union of Public Employees

Policy

1.0 Policy

- 1.1 In accordance with the Letter of Agreement reached between The Governors of Athabasca University and AUFA effective August 1, 1990, the following procedures will apply where Non-academic Professional staff are hired for tutoring responsibilities. Although rates of pay are equal to those paid under CUPE, The Governors of Athabasca University/AUFA Terms and Conditions apply.

2.0 Roles and Responsibilities

- 2.1 Where a non-academic professional staff member is hired to tutor a course, a tutoring contract is issued by Learning Services, Tutorial.
- 2.2 Where a nonacademic professional staff member is hired to mark exams, a staff appointment form is completed by the academic centre and forwarded to Learning Services, Tutorial.



- 2.3 Remuneration is determined in accordance with the rates of pay outlined in the CUPE agreement.
- 2.4 Remuneration is paid on the regular payroll at the end of each month. AUFA dues are deducted.

Regulation

Procedure

Approved By

President, August 5, 2003

Amended Date/Motion No.

Reformatted July 2006

Related References, Policies and Procedures

[020 001 - Academic Staff/Professional Staff Hiring Guidelines Policy](#)

020 006 - Recruitment, Academic Co-ordinators

Applicable Legislation/Regulation

[The Governors of Athabasca University/AUFA Terms and Conditions Agreement](#)

AUFA Letter of Agreement dated August 1, 1990

[The Governors of Athabasca University/CUPE Terms and Conditions Agreement](#)

[Post-Secondary Learning Act](#)

[Alberta Freedom of Information and Protection of Privacy Act](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources. For further information, please contact the Human Resources Advisor or the Employment Services Advisor. Contact information is available on the Human Resources web-site at: <http://intra.athabascau.ca/hr/dept.htm>.

Keywords