
Staff Listing - University Calendar

Department Policy Number

140 003

Effective Date

Revised November 17, 2005

Revised December 2003

January 1, 2001

Purpose

This policy outlines the criteria in which individuals qualify for inclusion in the University Calendar and formalizes the areas of responsibility.

Definitions

Staff those persons designated as academic staff by Council pursuant to the Post-Secondary Learning Act, of whom there are three sub-groups: Academic Staff, Academic Professional Staff, Professional Staff.

Policy

The University's reputation as the leader in distance education is linked to the high caliber of our professional and academic staff. To this end, interpretation of this policy shall err on the side of inclusion.

Regulation

Procedure

1.0 General

- 1.1 The production of the University Calendar is coordinated by Educational Media Development [EMD]. EMD compiles information received from the Office of the President, Vice President, Academic and Human Resources to be published in the Governing Council, Faculty, Professional Staff, Tutors section of the calendar.



- 1.2 Human Resources, in consultation with the Vice President, Academic, determines the format of staff names, titles, credentials, and the order in which staff are to appear.

2.0 Timelines

- 2.1 All information is to be submitted to EMD by January 15th.
- 2.2 EMD will provide a draft file for review by January 31st.
- 2.3 Updates to staff lists in the online version of the Calendar will be made by the Calendar & Course Information Co-ordinator (Educational Media Development), based on information provided by HR advisors in the monthly Status Change Report. For this purpose, a modified version of the Status Change Report will omit support staff and include name, title, department and educational credentials. Requests for other changes to staff lists in the online Calendar will be submitted to HR for verification and approval.

3.0 Responsibility

- 3.1 The Office of the President will provide the Governing Council listing.
- 3.2 The Office of the Vice President, Academic (OVPA) will provide the approved listings as follows:

a list of affiliated faculty (contractors and other people who are not employees and who have a substantive role in course development and delivery or with the university) by centre/department.

Faculty who have been appointed to Graduate Program Councils.

- 3.3 Human Resources will provide a listing of staff following as at January 1:

permanent and probationary Staff

term Staff (regardless of the term completion date)

Tutors

new Staff who have returned signed letters of offer (regardless of the start date)

Adjunct Professors (regardless of term completion date)

Professor Emeritus.

- 3.4 Human Resources will contact the Directors of the Masters Programs for an inventory of staff from other centres/departments that have contributed to their program and therefore should be included in the program listing.



3.5 Staff credentials and publishing name [if other than legal name] will be collected at time of hire. Staff must notify Human Resources by January 1 if there is an update to their name or credentials [<http://intra.athabascau.ca/forms/#hr>].

4.0 Format

4.1 Format will be name, title, credentials for all staff and other people listed in the calendar.

4.2 Displaying of credentials will be in the following order below the individual's name and title:

Certificates, Diplomas, Undergraduate degrees, Graduate degrees, Doctorates, Professional Designations, followed by Memberships.

4.3 Displaying of individuals within a centre or department will be:

Director/Centre Chair/Department Head, alphabetized list of staff, alphabetized list of tutors, alphabetized list of contractors.

Approved By

Executive Group
President, December 5, 2003

Amended Date/Motion No.

Reformatted July 2006
November 17, 2005

Related References, Policies and Procedures

Applicable Legislation/Regulation

[*Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25*](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources in conjunction with the Office of the Vice President, Academic. For further information, please contact the Coordinator, Staff Development and Learning or the Manager, Research and Academic Services.

Keywords

University Calendar