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Parent Policy: [Recruitment Policy](#)

Recruitment Policy Appendix A: Definitions and Categories of Staff

Office of Administrative Responsibility:	Office of the Associate Vice-President (Human Resources, Health, Safety and Environment) and Faculty Relations
Approving Authority:	Provost and Vice-President (Academic) Vice-President (University Services, Operations and Finance)

[A. Academic Staff designated by the Board of Governors](#)

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A. Academic Staff designated by the Board of Governors

Category A1: Academic staff that are in, or who may be granted, tenured or continuing appointments established under the Board and AASUA Collective Agreement and funded through Operating Funds, Research Operating Funds or Restricted Funds. Academic staff may: i) have a Joint or Cross Appointment; or ii) enter into a Secondment Agreement; or iii) have an Adjunct Appointment in another department/faculty.	
Category (for the purposes of serving on General Faculties Council (GFC) committees)	Collective Agreement Reference

A1.1 Full-time A1.5 Part-time A1.6 Contingent A1.7 Part-time Contingent	Schedule A – Academic Faculty Member
A1.2 Full-time A1.5 Part-time	Schedule F - Administrative and Professional Officers (APO) Member
A1.3 Full-time A1.5 Part-time A1.6 Contingent A1.7 Part-time Contingent	Schedule B - Faculty Service Officers (FSO) Member
A1.4 Full-time A1.5 Part-time A1.6 Contingent A1.7 Part-time Contingent	Schedule C - Librarian

Category A2: Academic Staff in temporary appointments and funded through Operating Funds, Research Operating Funds or Restricted Funds.	
Category	Collective Agreement Reference
A2.1 Career, Term 12, Term Recurring	Schedule D - Academic Teaching Staff (ATS) Member
A2.2 Term	Schedule D - Academic Teaching Staff (ATS) Member
A2.3 Full-time	Schedule G - Temporary Librarian, Administrative and Professional Officer (TLAPO) Member
A2.4 Part-time	Schedule G - Temporary Librarian, Administrative and Professional Officer (TLAPO) Member

Category A3: Academic Staff in temporary appointments and funded through Research Operating Funds or Restricted Funds.	
Category	Collective Agreement Reference
A3.1 Full-time	Schedule E - Trust/Research Academic Staff (TRAS) Member

A3.2 Part-time	Schedule E - Trust/Research Academic Staff (TRAS) Member
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B. Employees excluded from the A2 and A3 Categories

Category	Name	Definition
B1.0	Excluded Academic Staff	Staff who would otherwise be in category A2 who, by virtue of workload, length of appointment or discipline, are excluded from the Board and AASUA Collective Agreement.
B1.1	Excluded Academic Staff	Staff who would otherwise be in category A3 who, by virtue of workload, length of appointment or discipline, are excluded from the Board and AASUA Collective Agreement.
B1.2	Excluded Academic Staff (Term)	Staff who would otherwise be in categories A2 and A3 who are paid on the basis of an hourly wage or a fixed payment based on a predetermined agreement as to the maximum number of hours per month, and are thereby excluded from the Board and AASUA Collective Agreement..

C. Academic Colleagues

Academic Colleagues are not considered University staff and normally do not receive compensation from the University. Academic Colleagues are not designated academic staff by the Board of Governors under the authority of the *Post-secondary Learning Act* and are not covered under the Board and AASUA Collective Agreement but are subject to all applicable rules, regulations, bylaws and policies of the University as may be promulgated or amended from time to time.

Category	Name	Category Definition
C1.1	Special "Continuing"	Individuals with substantial experience in a profession or discipline who are or have been primarily employed externally to the University and who do not receive compensation from the University but have the same University duties as Academic Faculty Members and are evaluated by a Faculty Evaluation Committee. For the purposes of serving on GFC Committees these individuals may be included in Category A1.1. <u>Faculty Relations to be contacted if considering use of this category.</u>

C1.2	Clinical Academic Colleagues	Individuals in the healthcare professions who are or have been primarily employed externally to the University of Alberta and who participate in the teaching and/or research activities of a department in the University without the expectation of compensation.
C1.3	Clinical Preceptors	Individuals in the healthcare professions who mentor students in their areas of expertise. Mentorship takes place in clinical settings that are validated by the Faculty to assure quality experiences that meet the educational outcomes of the program. Preceptors have specific educational responsibilities for students for the period of time when students are in clinical settings, but are not regular members of the faculty/ staff of the University and have no expectation of compensation nor other university privileges.
C1.4	Adjunct Academic Colleagues	Individuals with substantial experience in a profession or discipline outside of the University who participate in the teaching and/or research activities of a department in the University without expectation of compensation.
C1.5	Academic Affiliates (Secondees)	Individuals who enter into a Secondment Agreement and who are temporarily seconded from an external organization or institution to the University to work with the University on a full or part-time basis and who have the same university duties as Faculty (category A1.1). For the purposes of serving on GFC Committees these individuals may be included in Category A1.1.

D. Non-Union Employees (NUE)

Under the authority of the Board of Governors in accordance with Section 60(2) of the *Post-Secondary Learning Act*, these University employees are not designated as academic staff and are excluded from the Board and AASUA Collective Agreement. Non-Union Employees (NUE) are subject to all applicable rules, regulations, bylaws and policies of the University as may be promulgated or amended from time to time.

Category	Name	Category Definition
D1.0	Executive Members (Excluded)	President and Vice-Presidents.

D1.1	Academic Administrators (NUE)	College Dean and Vice-Provosts, Faculty Deans, Deputy Deans, Vice-Deans, Deputy Provosts, Academic Vice-Provosts and Academic Associate Vice-Presidents.
D1.2	Continuing and Temporary NUE	Continuing and temporary employees who are not otherwise covered under one of the recognized University bargaining units (i.e., The Association of the Academic Staff of the University of Alberta (AASUA), University of Alberta Non-Academic Staff Association (NASA), Postdoctoral Fellows Association (PDFA), Graduate Students' Association (GSA)) and whose employment is governed by the Handbook of Terms and Conditions of Employment for Non-Union Employees.

E. Postdoctoral Scholars (PDSs)

A Postdoctoral Scholar (PDS) at the University is normally within 5 years from the completion of a doctoral degree or 10 years from the completion of a MD, DDS or equivalent degree. PDSs are subject to all applicable rules, regulations, bylaws and policies of the University as may be promulgated or amended from time to time.

Category	Name	Category Definition
E1.0	PDS Employee	Those PDSs who receive payment through grants, fellowships or funding provided by the University or through grants or funding provided to their Principal Applicants by external funding agencies. The funding will be administered through the University. PDS Employees are covered by the Board and Postdoctoral Fellows Association Collective Agreement.
E1.1	PDS Awardee	Those PDSs who apply for, and receive all payment from, grants or funding awarded in their own name on a competitive basis from external funding agencies to facilitate their own independent research projects. The funding will be administered through the University.
E1.2	PDS Visitor	Those PDSs who apply for, and receive all payment from, grants or funding awarded in their own name on a competitive basis from external funding agencies to facilitate their own independent research projects. The funding is not administered through the University.

F. Support Staff

Category F1.0: Support Staff who are covered by the Board and Non-Academic Staff Association (NASA) Collective Agreement.		
Category	NASA Collective Agreement	Category Definition
F1.1	General Support Operating Employees Common & Part A	Individuals employed by the University under the Operating Employee Agreement. <i>Subcategories of Support Staff under this category are listed in the Operating Employee Agreement clause 2.02</i>
F1.2	General Support Trust Employees Common & Part B	Individuals employed by the University under the Trust Employee Agreement. <i>Subcategories of Support Staff under this category are found in the General Support Trust Employee Agreement clause 2.02</i>

Definitions Table

<i>Any definitions listed here apply to this procedure only with no implied or intended institution-wide use. Capitalized words and phrases used in this procedure that are not otherwise defined herein shall have the same meanings ascribed to them in the Recruitment Policy.</i>	
Adjunct Appointment	Academic staff who make substantial contributions to another department/faculty outside of their home department/faculty without expectation of compensation from the other department/faculty.
Contingent	Where the continuing nature of the appointment is explicitly Contingent on the continued receipt of Research Operating Funds or Restricted Funds, and where the individual has been, or will be, granted tenure or a continuing appointment.
Joint or Cross Appointment	Academic staff appointed to more than one University department/faculty with a designated home department/faculty within the University. These may also be referred to as cross appointments.
Operating Funds	Funds that are generally classified as “unrestricted” and which are ongoing in nature and which include the Campus Alberta Grant, directed

	provincial grant funding, tuition and fees, Research Support Fund and investment income.
Research Operating Funds	Funds that are generally classified as “research-unrestricted” and which are temporary in nature and which include general research project funds and internally-funded project funds.
Restricted Funds	Funds that include those revenues from donors and sponsors that have restrictions on use which include sponsored research funds, special purpose funds, special purpose program funds and endowment funds.
Rolling Term	An appointment type where the base appointment is annually extended by an additional year based on a yearly assessment of satisfactory performance thereby maintaining the original appointment. When performance is deemed unsatisfactory, the staff member is given notice of termination of the appointment on the current end date or in accordance with the Collective Agreement.
Secondment Agreement	A formal agreement where an academic staff member is appointed to an external organization or institution to work on a full or part-time basis; OR where an individual is appointed from an external organization or institution to work with the University on a full or part-time basis. These may be referred to as Joint or Cross Appointments.

Parent Policy Suite

- [Recruitment Policy](#)
- [Recruitment Policy Appendix A: Definitions and Categories of Staff](#)

Related Policy Documents

- There are no related policy documents.

Related Links

- [Collective Agreements and Handbooks](#)
- [Public Service Employee Relations Act](#)

History

May 13, 2011	Approved.
February 25, 2021	Approved.
May 5, 2025	Editorial amendment. Formatting and links.
March 27, 2026	Approved. Previous <i>Recruitment Policy Appendix A: Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded</i>

Academic Staff and Recruitment Policy Appendix B: Definition and Categories of Support Staff are now combined into this appendix; previous Appendix B is rescinded.

August 18, 2026

Editorial amendment. Updated terminology from Management and Professional Staff (MAPS) to Non-Union Employees (NUE).

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>