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Faculty of Medicine and Dentistry (FoMD) Supplementary Professional Activity (SPA) Policy

Office of Accountability:	Dean
Office of Administrative Responsibility:	Vice Dean Faculty Affairs
Approver:	FoMD Faculty Council
Scope:	Compliance with this FoMD policy extends to all Faculty Members of FoMD.

Overview

Selected Supplementary Professional Activity (SPA) articles from the faculty agreement are provided below as a background to this policy.

8.01 A **staff member** is a full-time employee and has a primary obligation to fulfill University responsibilities. The staff member shall remain current with recent developments in the discipline through personal professional development.

8.04 Subject to the provisions of this Article, a staff member may engage in SPA. SPA shall not prevent, hinder or unduly interfere with the staff member's primary responsibilities.

Required SPA: 8.05 A Faculty Council may deem SPA, and the maintenance of a professional license, to be essential to the work of the Department and to the progress of a staff members career. In such cases the Dean and Department Chair shall encourage SPA.

8.06 Where a Faculty Council has deemed SPA to be essential to the work of the Department, the Faculty Council shall recommend to the Board that such SPA be considered as part of the primary University responsibilities.

Definition of SPA: 8.07 Without restricting the generality of the term SPA, this category shall include any of the following:

- a) employment in any capacity by another employer including the carrying out of teaching duties, e.g. summer session at another university;
- b) consulting;
- c) personal services contracts;
- d) private practice of the staff members profession, e.g. medicine, dentistry, law, etc. (Required SPA)

(another example not in the agreement would be involvement with or part or whole ownership of privately held companies depending on the time involved)

8.08 SPA may be categorized as major or minor in scope. Each Faculty Council shall decide what constitutes major SPA but all proposals to teach at another institution shall be considered major SPA.

8.09 A staff member shall obtain written approval of the Department Chair prior to undertaking major SPA. Prior to approving SPA, the Department Chair shall ensure that primary University responsibilities will be performed satisfactorily.

Purpose

This policy clarifies what is minor and major SPA in the FoMD and approvals required.

POLICY

Minor and major SPA are defined as follows:

Any SPA that is < 0.15 FTE is minor and requires chair approval. If the faculty member is a chair, then SPA requires the dean's approval.

Any SPA ≥ 0.15 is major SPA and requires prior written approval from the chair and the Dean

Administratively:

1. Before giving approval to any SPA, the chair/dean will document their conclusions that:
 - a. the proposed SPA is in the best interest of the individual's career development.
 - b. the department will be able to meet its academic mandate if the individual gives up their other responsibilities in order to undertake the SPA.
2. Prior written approval for SPA ≥ 0.15 and <0.30 from the chair and the dean will be in the form of a written SPA agreement. It may also require a secondment agreement, depending on the nature of the SPA and the assessed benefit to the FoMD and the University
3. Prior written approval for SPA ≥ 0.30 FTE from the chair, the dean, and the provost, will be in the form of a secondment agreement.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Staff member or faculty member	means a faculty member (from Category A1.1, A1.3 or A1.6 and corresponding Categories A1.5, A1.7) who is employed at the University under the terms and conditions of the Board/AASUA Agreement – Faculty. Refer to UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues
Chair	Department Chair
Required SPA	For faculty with clinical duties, clinical practice is stipulated as part of the position summary

RELATED LINKS

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues](#)

Should a link fail, please contact uappol@ualberta.ca. [\[▲Top\]](#)

PUBLISHED PROCEDURES OF THIS POLICY

All procedures linked to this policy are listed here. (Delete this sentence when adding your links)