1. **Approval of Agenda**
   It was moved/seconded by M McDermott/F Marsiglio, that the agenda be accepted as circulated.  
   CARRIED

2. **Notes for the 131st Faculty Council Meeting, May 23, 2019**
   It was moved/seconded by F Marsiglio/C Oborn, that the notes of the 131st meeting of Council, be approved as circulated.  
   CARRIED

3.1 **Supplementary Professional Activity**
   It was moved/seconded by M McDermott/D Coltman, to approve the Science Chairs’ recommendation for the proposed changes to the *Faculty of Science Supplementary Professional Activity* regulations.  
   CARRIED

4.1 **Academic Teaching Staff Evaluation Committee (ATSEC) – Committee Composition**
   Documentation for the ATSEC committee composition was circulated with the agenda. Discussion ensued. Any additional comments are welcomed by the Vice Dean of Science at vicedsci@ualberta.ca. A vote on ATSEC policies and procedures will take place electronically.

5. **Community Engagement Consultation**
   The Office of Government and Community Relations within University Relations has been working on identifying issues and opportunities related to how the university engages with communities within the context of the university’s institutional strategic plan, *For the Public Good*. Emily Ball, Director of Community Relations and Nella Sajlovic, Community Relations Officer engaged Science Faculty Council in a lively discussion. More information about the University of Alberta community engagement consultation can be found at www.uab.ca/cec.

6. **Other Business**
   An update on vision and accountability road mapping will be presented at a Faculty of Science Town Hall on October 1, 2019, at 9:30 am in Council Chamber, University Hall.

**Adjournment**
   The meeting was adjourned at 10:52 am.
## AGENDA ITEM #1

### 2019/2020 Faculty of Science Council – Additional Members

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Keri Ann Reid</td>
<td>Alumni Affairs</td>
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<td>Gavin Chan</td>
<td>APEGA</td>
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<td>Charles Holmes</td>
<td>Department of Biochemistry</td>
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<td>Bruce Cockburn</td>
<td>Division of Computer Engineering</td>
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<td>Martin Davies</td>
<td>Department of Pharmacology</td>
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<td>Simon Gosgnach</td>
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<td>Marc de Montigny</td>
<td>Campus Saint-Jean</td>
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<td>Jonathan Curtis</td>
<td>Faculty of Agricultural, Life and Environmental Sciences</td>
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<td>Jennifer Welchman</td>
<td>Faculty of Arts</td>
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<td>Florin Sabac</td>
<td>Alberta School of Business</td>
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<td>Mike Carbonaro</td>
<td>Faculty of Education</td>
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<td>Samer Adeeb</td>
<td>Faculty of Engineering</td>
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<td>James Hammond</td>
<td>Faculty of Medicine and Dentistry</td>
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<td>Joanne Olson</td>
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<td>Paul Jurasz</td>
<td>Faculty of Pharmacy and Pharmaceutical Sciences</td>
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<td>Zac Robinson</td>
<td>Faculty of Physical Education and Recreation</td>
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<td>TBA</td>
<td>Graduate Students' Association</td>
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<td>Chris Brunelle</td>
<td>Registrar's Office</td>
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<td>Riya Mangukia</td>
<td>Undergraduate Student</td>
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<td>Alina Lin</td>
<td>Undergraduate Student</td>
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<td>Liam Raudaschl</td>
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<td>Connor Oborn</td>
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<td>Natasha Danha</td>
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<td>Steven Chen</td>
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<td>Bryton Wong</td>
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<td>Jessica Bennett</td>
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<td>Raj Bapuji</td>
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<td>Martin Pasev</td>
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<td>Simon Wu</td>
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<td>Arshdeep Rattol</td>
<td>Undergraduate Student</td>
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AGENDA ITEM #2

131st COUNCIL OF THE FACULTY OF SCIENCE
May 23, 2019
9:00 AM

Ex-Officio: F Marsiglio (Chair); J Bagwe, J Beamish, D Beaver, G de Vries, T Evans, S Gannon, S Guenette, K Johnston, S Johnston, R Joshi, L Mason, T McGee, C McDermott, M McDermott, J Naylor, E Nicoladis, J Pascoe, B Peavey, G Sivakoff, E Stroulia, C Sturdy, W Wakarchuk, F West, L Willis, M Wolansky

Additional Members: B Biddlecombe, B Cockburn, C Holmes, M de Montigny, J Hammond, F Sabac, K Shanebeck, J Welchman

1. Approval of Agenda
   It was moved/seconded by E Stroulia/F West, that the agenda be accepted as circulated. CARRIED

2. Notes for the 130th Faculty Council Meeting, May 24, 2018
   It was moved/seconded by M de Montigny/R Joshi, that the notes of the 130th meeting of Council, be approved as circulated. CARRIED

3.1 a) Information Graduands lists
   Information on the Spring 2019 graduand list was provided by the Associate Dean (Undergraduate).
   Total Graduands - 1007; BSc Honors - 142, 73% with First class honors (104 total); BSc Specialization - 314, 31% with Distinction; BSc General (including business minor) – 547; BSc/BE combined – 4; Science Internship Program - 63

3.1 b) Motion to permit addition of names to the Graduand list
   It was moved/seconded by G de Vries/J Naylor, that the Faculty Office be empowered to amend or add names to the list of graduands, as required. CARRIED

3.2 Proposed Calendar Changes to Faculty-wide Regulations Governing Undergraduate Programs
   It was moved/seconded by E Stroulia/J Naylor, to approve the calendar revisions as proposed on pages 5-11, namely (1) to remove the deferral of academic standing for students who are in their final Fall/Winter in the BSc General program and attempt less than *9, and (2) to remove the provision to gain admission or readmission with an AGPA of 2.7 on *18 or an AGPA of 2.0 on *24.. CARRIED
   It was moved/seconded by W Wakarchuk/ M McDermott, to approve the calendar revision as proposed on pages 12-13, namely to provide timelines within which students in the BSc General program must declare their Major/Minor. CARRIED
   It was moved/seconded by F West/ J Naylor, to approve the calendar revision as proposed on page 14, namely to allow the Faculty of Science to apply to graduate on behalf of a student who has met degree requirements. CARRIED
   It was moved/seconded by W Wakarchuk/ M McDermott, to approve the calendar revisions as
proposed on pages 15-21, namely to remove the requirement for students to carry a course load of at least 24 in their last two years of study in order to qualify for the graduation honorifics First-Class Honors and With Distinction.

CARRIED

It was moved/seconded by L Willis/J Naylor, to approve the calendar revision as proposed on the handout circulated today, namely to discontinue the yearly honorific First Class Standing, also known as the Dean’s Honor List.

CARRIED

3.3 Science Faculty Council - Composition

It was moved/seconded by J Pascoe/E Strouilia to approve the Science Chairs’ recommendation with an amendment to include “All” Academic Administrators (Maps) as Ex Officio members of Science Faculty Council.

CARRIED

3.4 The Faculty of Science Graduate Mentoring Award - Revisions

It was moved/seconded by C Sturdy/E Stroulia to accept the Science Chairs’ recommendation to approve the proposed revisions to the Faculty of Science Graduate Mentoring Award, with an amendment to include “as well as two graduate student representatives chosen by the Associate Dean (Graduate) in collaboration with Science departments’ graduate student associations”.

CARRIED

4.1 Gold and Silver Medalists

Science Chairs approved the following Gold Medal winners:

Samin Dolatabadi (BSc General, Physical Science minor) receive the Dean’s Gold Medal in Science.
Kaitlyn Sosnowski (BSc with Specialization, Biological Sciences) and Emma Zwaigenbaum (BSc with Specialization, Immunology/Infection) receive the Gold Medal in Science,
Zach Goldthorpe (BSc Honors, Mathematics) receive the Lieutenant Governor’s Gold Medal.

Dean’s Silver Medals, Spring Convocation 2019

The Dean’s Silver Medals are awarded annually to convocating students with superior academic achievement enrolled in an Honors program in the Faculty of Science. Recipients must have had a minimum grade point average of at least 3.7 on a full course load in three Fall/Winter academic sessions while enrolled in the Faculty of Science. This year there are 44 Silver Medalists.

4.2 New Academic Staff Appointments

A list of new academic staff appointments was circulated with the agenda for information.

4.3 Academic Staff Promotions and/or Tenure/Continuing Appointments

A list of academic staff promotions and/or tenure/continuing appointments was circulated with the agenda for information.

Adjournment

There being no other business, the meeting was adjourned.
AGENDA ITEM #3.1

Supplementary Professional Activity
Faculty of Science Regulations

The University of Alberta Collective Agreement presents general definitions, scope, and other considerations for supplementary professional activities (SPA) for members of the Association of Academic Staff of the University of Alberta.

Article A3 of that agreement stipulates that each Faculty Council shall set faculty-specific definitions for “major” and “minor” SPA, as well as regulations for approval and reporting of SPA by Academic Faculty Members. Article B3 sets forth the context of SPA for Faculty Service Officers.

This document sets out these SPA definitions, regulations, and procedures for the Faculty of Science as they apply to academic faculty members and faculty service officers. Reporting of real or perceived conflict of interest is governed by the policies stated in the University of Alberta Code of Conduct: Employees’ Obligations Respecting Conflict of Interest, not by this document.

The material presented below operates within the context set by the Faculty Agreement, by the University of Alberta Definitions of Conflict of Interest, Conflict of Commitment, and Institutional Conflict, and by the University of Alberta Code of Conduct: Employees’ Obligations Respecting Conflict of Interest, and is not intended to contravene these other sources.

Faculty members and faculty service officers are directed to review Section F in the University of Alberta Code of Conduct: Employees’ Obligations Respecting Conflict of Interest, which concerns “concurrent activities” and SPA. This material is re-produced in an Appendix at the end of this document.

1. Definitions

These definitions apply to this document only.

Academic Staff Member
An academic staff member is either an academic faculty member or a faculty service officer.

Academic Year
The academic year is the twelve month period of July 1 - June 30.

Financial Benefit

Financial Benefit is the receipt or expectation of anything of monetary value, including pay or salary or other payments for services, equity, or other ownership interests (adapted from the University of Alberta Policy on Conflict of Interest, Conflict of Commitment, and Institutional Conflict),
Financial Interest

Financial interest is an ownership position in a privately held company (adapted from University of Alberta Policy on Conflict of Interest, Conflict of Commitment, and Institutional Conflict).

Paid Professional Activity

Paid professional activity is either
1) Activity for which an academic staff member receives a financial benefit from another institution, agency, or organization that results from the member’s professional expertise as a researcher, teacher, or administrator; or
2) Activity that advances a financial interest of an academic staff member.

External Professional Service Activities

External professional service activities are services that an academic staff member undertakes, in recognition of the member’s professional expertise as a researcher, teacher or administrator, for institutions, agencies, or organizations or for which there is no financial benefit.

Secondary University of Alberta Contract

A secondary University of Alberta contract is a teaching or research contract between an academic staff member and the University of Alberta, outside the academic staff member’s normal university contract, that results in additional self-employment income to the academic staff member.

Major Supplementary Professional Activity

Major SPA is any Paid Professional Activity that involves any one or more of the following:

1) Teaching for Financial Benefit that takes place outside the University of Alberta, whether it is at another academic institution or for a professional development program;
2) A Secondary University Contract;
3) A commitment to one or more projects that in sum require a time commitment exceeding 240 hours during the 12-month academic year;
4) Any use of university facilities, or the engagement of University of Alberta staff or students, regardless of duration.

Minor Supplementary Professional Activity

Minor SPA is any paid professional activity that is not major SPA.

3. Faculty of Science Approval Procedures

Major SPA requires approval. Minor SPA does not require approval.
The request for approval of a Major SPA will be made in writing to the person to whom the academic staff member reports (Department Chair or Dean) and will indicate:
   1) The category or type of client;
   2) The nature of the work;
   3) An estimate of the time required to perform the work;
   4) The extent, if any, of the use of University facilities, supplies, support staff or students;
   5) Evidence of adequate personal liability insurance, if university facilities are used or if off-site activities are undertaken as part of a Secondary University Contract;
   6) Any other major paid professional activities that have already been approved in that year or which are continuing from an earlier year; and
   7) The impact the activity will have on teaching, research, and service responsibilities and what actions will be taken to mitigate any negative impact.

The Dean or Chair will evaluate the request by considering:

1) Issues related to scope, context, authorization, and requirements as identified in Article A3: Supplementary Professional Activity and Article B3: Supplementary Professional Activity in the collective agreement for academic faculty members and faculty service officers, respectively,
2) Conflict of interest considerations, with respect to either the involvement of university facilities, the staff under the direction of the academic staff member or the students enrolled in classes taught by the faculty member or under the supervision of the academic staff member;
3) Compliance with these Faculty of Science regulations concerning the use of facilities, staff, or students in carrying out SPA.

Approval will be subject to the conditions specified in Article A3.05.1 and A3.05.2 of the collective agreement for faculty members (Article B3 of the collective agreement for faculty service officers), and any other condition that the Department Chair may impose, as long as such conditions do not contravene Articles A or B of the current collective agreement.

If the Major SPA will involve use of specialized facilities, then the staff member must provide evidence to the Dean/Chair of sufficient liability insurance to indemnify the University against claims (see collective agreement, A3.08 (g)).

4. Faculty of Science SPA Regulations for Use of Facilities

Major and Minor SPA must not interfere with or compromise the primary teaching or research purposes of Faculty of Science and/or departmental facilities, including those facilities or labs under the direct supervision of the individual faculty member.

Access to facilities for approved SPA activities must not compromise the safety of other university facilities, offices, or other areas normally restricted to university staff and/or students.
The staff member who is conducting Major SPA with the approved use of these facilities is responsible for any damage that may occur to equipment during the SPA work and for the safety of personnel in the facilities.

Normally, the Dean/Chair will require payment to the department by the faculty member for the use of the facilities, supplies, or support staff, but only to the extent of the actual cost, including overhead. Exceptions to this include cases in which the SPA is subject to an intellectual property agreement between the UofA and the faculty member.

For cases in which facilities were approved for Major SPA use prior to the adoption of these regulations, the faculty member is still required to have adequate personal liability insurance and to provide evidence of that insurance (see collective agreement, A3.08 (g)).

5. Faculty of Science SPA Regulations Concerning Students

The engagement of students involved in Major SPA, through classroom assignments, thesis work, or other academic work for which they receive academic credit or assessment, represents a potential real or apparent conflict of interest. Academic staff members must disclose to their Department Chair the nature of student involvement in any Major SPA.

6. Faculty of Science SPA Reporting Procedures

Academic staff members must report both Major SPA and Minor SPA in the SPA section of the annual report submitted to Science’s Faculty Evaluation Committee (FEC), providing the following information (see Article 8.17 of the Faculty Agreement):

1) The category or type of client
2) The nature of the work
3) Estimate of the time to perform the work
4) The names and nature of any continuing contractual arrangements with outside organizations.

This reporting procedure also applies to Major and Minor SPA undertaken during sabbaticals, assisted leave, or secondment (see collective agreement, A3.07.2).

Academic staff members will continue to report External Professional Service Activities in the service section of the Faculty of Science annual report.

External Professional Service Activities that result in a nominal cash compensation in the form of an honorarium (e.g., external reviews of programs, special lectures) will be annotated with "(honorarium)" on the annual report in the section describing professional service activities. Honoraria accepted for these activities will not be considered "gifts" as defined by the University of Alberta Code of Conduct: Employees' Obligations Respecting Conflict of Interest.
Appendix: Concurrent Activities and Employees' Code of Conduct

The following is excerpted from Section F of the University of Alberta Code of Conduct: Employees’ Obligations Respecting Conflict of Interest.

F. Managing Conflicts of Interest: Concurrent Activities and Supplementary Professional Activities

Requirement to Report Concurrent Activity

A Representative involved in a concurrent appointment, business, undertaking, employment, or self-employment (collectively "concurrent activity") other than their position with the University may be in a potential conflict. Representatives are therefore required to report all concurrent activity, subject to the pre-approvals below, so that the activity may be assessed for a conflict and where appropriate, managed. Reports must be made in accordance with Section 'E'. Where a current Representative is considering engaging in a new concurrent activity, the Representative must seek prior approval of the University before doing so.

Some Representatives' concurrent activity may be the kind of activity defined as "Supplementary Professional Activities" (or "SPA") in their collective agreement. In the case of an appointment, business, undertaking, employment or self-employment meeting the definition of SPA within a collective agreement, the Representative’s obligations in respect of that activity will be wholly as set out in their collective agreement and will not need to be additionally reported under Section 'E'. Collective agreements with SPA obligations are discussed further below.

Where a Representative subject to a collective agreement engages in concurrent activity that does not meet the definition of “SPA” under their collective agreement, or where the concurrent activity is not otherwise contemplated within their collective agreement, the Representative must report the concurrent activity unless the activity is pre-approved as below.

The requirement to report includes where a Representative receives income through a research grant where the research work:

i. is not administered by the University through the Research Services Office; and

ii. the research work does not meet the definition of Supplementary Professional Activity in the Representative’s collective agreement.

Pre-Approved Concurrent Activity

The University deems some concurrent activity to be pre-approved. In those situations, the Representative is not required to report the activity unless it otherwise creates an actual or perceived conflict of interest.

Pre-approval is deemed for:

- Representatives engaging in concurrent activity for which the Representative will not receive nor be entitled to receive remuneration.
- Students of the University who are also employees of the University, where the concurrent activity is in the retail, hospitality, or service industry.
- Academic staff who do not hold a full-time position at the University, where:

  i. their position at the University is unpaid;
  ii. the academic staff member teaches no more than two courses per semester at the University;
  iii. the concurrent activity is with another post-secondary institution; or
  iv. the concurrent activity requires the academic staff member to be a member of a specified professional association which has a code of conduct and can discipline members for a breach of their code. The "specified professional associations" must be approved by the President or the President’s delegate.
The associations currently approved are listed at Appendix A.

- Academic staff, whether full-time or part-time at the University, where the University knows at the time of their hiring or appointment that:
  
  i. the academic staff member is being concurrently or jointly hired or appointed to the concurrent activity at another organization; or
  
  ii. the academic staff member is already engaged in the concurrent activity at another organization.

- Non-student employees of the University who are members of the Non-Academic Staff Association or who are support staff excluded from the Non-Academic Staff Association, whose concurrent activity requires 20 hours or less per week, the required hours of which are not scheduled during the Representative’s normal working hours at the University.

In limited circumstances, the manner in which concurrent activity may need to be reported and approved is addressed by external documentation. These situations are where:

- the Representative’s concurrent activity meets the definition of Supplementary Professional Activity within their collective agreement, as the obligations relating to the reporting and approval of the activity will be wholly governed by their collective agreement; or

- the Representative is the President, as the President’s obligations relating to the reporting and approval of concurrent activity are governed by the Conflicts of Interest Act and the requirement at Section 1-2 of this Code.

**Collective Agreements with SPA Obligations**

The University’s collective agreements provide direction for certain Representatives with respect to professional development through activity which is supplementary to their primary obligations to the University (known as ‘SPA’). The types of Representatives with SPA obligations, and the nature of those obligations, are excerpted directly from the relevant collective agreements below.

The University endeavours to include the most recent excerpts from its collective agreements regarding SPA in this Code. However, because collective agreements frequently evolve through bargaining, the excerpts provided may at times be out of date. In the case of a discrepancy between an included excerpt and a collective agreement, the collective agreement will govern. Representatives governed by a collective agreement have a responsibility to know its contents and how it affects them in their role with the University.

[end of section excerpt. Consult full document as needed]
GUIDELINES FOR SUPPLEMENTARY PROFESSIONAL ACTIVITIES
and UNIVERSITY INDUSTRY RELATIONSHIPS

UNIVERSITY OF ALBERTA
FACULTY OF SCIENCE

Introduction
The following guidelines on supplementary professional activity and University - Industry relationships were adopted by the Faculty of Science Council at its meeting of 2 February 1995. These guidelines are an extension of Article 8 of the Faculty Agreement concerning Supplementary Professional Activities and address article 8.20: Faculty Regulations.

Supplementary Professional Activities
Supplementary Professional Activities (SPA) are defined, for the purpose of this document, as all manner of external activity which faculty members pursue relative to their academic responsibilities. Work unrelated to their professional capabilities at the University is not relevant to this document.

The Faculty Agreement defines SPA (Article 8.07), describes the conditions for engaging in SPA (Article 8.09 - 8.11), and outlines how to report SPA activity (Article 8.12 - 8.19).

8.20 Faculty Regulations

a) What Constitutes Major SPA Major SPA activity will involve more than 2 calendar days of activity per month. If more time per month will be spent on SPA, the faculty member must discuss this with the Department Chair and obtain written permission PRIOR to engaging in such activity.

b) Reporting SPA Minor SPA shall be reported on the staff member's Annual Report. The report shall include an accounting of the time spent on SPA and the names of clients. Major SPA shall be reported in brief on the Annual Report, but shall be described in more detail in a letter to the Chair (copied to the Dean). The deadline for submission of this information shall be as required for the Annual Report.

c) SPA Requirement The Faculty of Science encourages its members to engage in external professional activities with the community, government and private sector. It believes that time spent in consulting activities can enhance the pursuit of normal teaching, research and administrative duties. Although SPA is not a required activity in the Faculty of Science, SPA activity and its effectiveness shall be considered in Faculty evaluations (see Faculty Agreement article 8.16).

d) Timing of SPA SPA can occur at any time during the year. However, SPA must not interfere with normal teaching and scholarly activities which must remain the first priority of staff members. Also, it is not normally permissible to be absent from campus during the teaching term, although in special cases absences may be allowed through written permission of the Department Chair. Thus, minor SPA that draws a staff member away from campus during the teaching term will need PRIOR written approval of the Department Chair with the assurance that appropriate arrangements have been made to cover teaching duties.

e) Income from SPA The value of earnings from minor or major SPA does not have to be reported on the Annual Report.

f) Regulations Governing the Use of University Facilities and Staff SPA may be dependent on the intellectual abilities of the staff member and may require little support by University facilities (eg, library use, report writing, basic computer use and printing) and will not involve support staff or students. Other forms of SPA may require the more extensive use of facilities (eg, when experimental work will be done) and could involve other staff and students. This latter type of SPA, even if minor in terms of time committed, must be discussed and approved by the Department Chair PRIOR to its initiation.
The rights of students or post-doctoral fellows must be scrupulously observed. Every effort must be made to ensure protection of their right to publish data and complete their studies.

University staff must not be drawn into the SPA of academic staff without some allowance for the reimbursement of the Department for their time. Departments may set up mechanisms for the routine use of service facilities with the SPA of faculty members, provided fees for service are also paid to the Department on a competitive basis. More complex contractual agreements need to be processed and approved according to the guidelines set out by the Research Grants Office.

g) Professional Liability and Other Liability The University's liability insurance program provides coverage for legal liability due to bodily injury or property damage to any third parties as a result of the operations of the University. All staff and students are covered under the University's liability insurance while they are carrying out their responsibilities or activities of their employment or academic requirements. It should be noted, however, that SPA does not fall within the scope and intent of the insurance program for professional liability. Individuals who may be involved in SPA must make the necessary separate insurance arrangements.

The University also does not provide insurance coverage for the personal or professional property of staff members or students located on the University's premises. Such coverage and the cost involved are considered the personal responsibility of the individual.

(from University Research Policies & Services, section 9-1, January 1994)

h) Conflict of Interest Faculty members may be said to be in conflict of interest when (i) their SPA adversely affects their contractual agreement with the University, or (ii) when faculty members engage in activity to their personal benefit which may be to the detriment of the University financially or otherwise. The unauthorized use of public funds for private gain is prohibited.

g) University-Community Relations in Research. Prior to taking on obligations which may place the faculty member in conflict of interest (e.g., when companies or other agencies in which a staff member has an interest enter into formal relationships with the University of Alberta) the faculty member must consult the University of Alberta Research Policies and Services manual section on Research Conduct Policies governing University-Community Relations in Research (section 5.3).

It is the responsibility of the faculty member to avoid ethical, legal, financial or other conflicts of interest and to ensure that all manner of professional activity or any other outside activity does not conflict with the obligations to, and in the interest of, the University.

Disclosure The notion of disclosure (vide infra) is crucial since the matter of definition of what constitutes conflict of interest often involves judgement values which differ among individuals. Prior Disclosure is required in dealing with the private sector when the dealings may be sensitive with respect to the issue of conflict of interest, which may or may not arise, or when the faculty member is making use of University resources (e.g., time, space, equipment, personnel, students, or the University name).

The staff member also must consult with the Department Chair, the Dean of Science and the Vice-President (Research) indicating, in writing, what commitments are being proposed and identifying any potentially sensitive areas. The Chair must also inform the Dean and the Vice-President (Research) when the use of University resources are being contemplated. The Chair also must inform the Dean of Science and the Dean of the Faculty of Graduate Studies and Research whenever graduate students and/or postdoctoral fellows are to be involved.

2 February 1995
AGENDA ITEM #4.1

ATSEC Consultation
Faculty of Science Council
September 10, 2019

Overview

The old CAST agreement was replaced by the Academic Teaching Staff (ATS) agreement in 2017, and faculties were given two years to establish evaluation committees (ATSECs) that will function analogously to FEC in order to evaluate those ATS who fall under “Career” status as well as some with term appointments of three years or more (see below). Other ATS with shorter term appointments will be evaluated by their department Chairs. The guidelines for make-up and procedures of ATSEC must be ratified by all ATS in the faculty. As part of our consultation process, we held a town hall for interested ATS in the spring, and are seeking additional input at this Science Council meeting. Once we have digested all feedback, the Faculty will conduct an electronic ratification vote of criteria, procedures, position profiles, etc.

Role of ATSEC

• Draft generic position profiles for all classes of ATS appointments in Faculty of Science
• Determine which ATS will be considered by ATSEC
• Implement a standardized annual report format for all ATS who will go before ATSEC
• Draft criteria and procedures for merit recommendations and promotion

Proposed Make-up of ATSEC

• Chair of FEC (Vice Dean; voting)
• One departmental administrator with substantial ATS involvement (e.g., Assoc. Chair Undergrad.; appointed by Dean; voting)
• Two ATS members (limited to Career or multi-year term appointments; elected by ATS; voting)
• One ATS member from another faculty (appointed by Provost; voting)
• Administrative staff member to help coordinate (i.e., FEC Secretary; nonvoting)

Proposed Evaluation of ATS Appointments in Faculty of Science

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<th>Contract Status</th>
<th>Evaluation Method</th>
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<tr>
<td>Faculty Lecturer</td>
<td>Career (either full time or part time)</td>
<td>ATSEC</td>
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<td>(ranks: Faculty Lecturer (or “Full Faculty Lecturer”), Associate Faculty Lecturer, Assistant Faculty Lecturer)</td>
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<tr>
<td>Science Instructor</td>
<td>Term 12 or Term 8R</td>
<td>ATSEC</td>
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<tr>
<td>(ranks: Science Instructor I, Science Instructor II, Science Instructor III)</td>
<td>Multi-year appointment (≥ 3 years)</td>
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<tr>
<td>Instructor</td>
<td>Term 12 (part time)</td>
<td>Chair</td>
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<td>Term 8 (full or part time)</td>
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<tr>
<td>Max Wyman Assistant Professor (MSS only)</td>
<td>Term 12 (full time; 3-year appointment)</td>
<td>Chair (year 1)</td>
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<td>ATSEC (years 2 &amp; 3)</td>
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Proposed Faculty of Science ATSEC Criteria for Merit Increments and Promotion
(adapted from FEC documents)

Introduction
The concept of teaching is not confined to classroom instruction but includes such items as participation in the supervision of laboratories, seminars, colloquia, tutorials, individual and group discussions, supervision of graduate and undergraduate students, and the development of innovative teaching methods.

In evaluating the effectiveness of an ATS member as a teacher, some of the attributes to be considered are his/her ability and willingness to:

• organize and present lectures at a level appropriate for the course;
• communicate effectively with students;
• stimulate intellectual inquiry and to foster learning in the students;
• present the latest research findings and debates in the discipline (where appropriate);
• make himself/herself available to students;
• participate in activities related to teaching such as advising students in selecting courses and assisting them in defining their long-range goals (see also 'Service');
• produce textbooks of high quality and have them published;
• develop and update course materials (lab materials, course notes, etc.); and,
• teach courses at various levels.

Evaluation Criteria
There are several ways for a Chair to judge effectiveness in teaching, such as:

• assessment by students through a questionnaire and/or commentaries such as online USRI ratings and comments (see Appendix I in FEC document for example questions);
• direct assessment by the Chair, or a designate, of teaching delivery;
• peer assessment of teaching delivery;
• assessment, by the Chair, or knowledgeable colleagues of lecture content, assignments, examinations and other course content;
• assessment of instructional materials produced by the staff member;
• reviews by administrative officials; and,
• assessment, by the Chair, of the extent to which the educational goals of the department are met.

It shall be the responsibility of the Chair to present multifaceted evidence of a faculty member's teaching effectiveness using the list above as a guide.

The merit increment must be earned through meritorious achievements and is by no means an automatic right of the individual or based on the years of service. The award of merit increments is primarily based on an individual's performance during the twelve-month period defined by the Annual Report required in the Faculty of Science. Past performance, regardless of how praiseworthy and meritorious it may be, does not give an individual the right to a merit increment every year in perpetuity. Merit will be assigned on the basis of documented evidence that may include any or all of the criteria listed in the previous section. Additional contributions such as service/leadership activities will also be considered when assessing merit.

Merit increment recommendations will be made in analogy to those used in FEC, with possible values of 0.0, 0.5, 0.75, 1.0, 1.25, 1.5, 1.75, 2.0, and so on. Increments will come from a fixed pool amounting to 1.2 x the total number of eligible ATS members under consideration. (ATS members currently capped at the top of their salary scale will be ineligible for merit incrementation.)
increment values, per the 2019 ATS Agreement are $2,552 (Assistant Faculty Lecturer or Science Instructor I), $3,271 (Associate Faculty Lecturer or Science Instructor II) and $3,559 (Full Faculty Lecturer or Science Instructor III).

**Proposed Faculty of Science ATSEC Criteria for Promotion**

Promotion to the next rank shall be recommended at the discretion of the Chair, based upon a multi-year record of excellent teaching performance, as documented in a dossier prepared by the ATS member. In addition to documentary evidence such as student evaluation records, peer assessment, and sample course materials, several letters (either internal, external, or a combination) from knowledgeable experts shall be solicited by the Chair and included in the promotion package that will be reviewed by ATSEC. Explicit comparison shall be made of the candidate’s performance to that of others in the proposed new rank.

Other elements of performance beyond teaching may be addressed in the Chair’s recommendation, such as service to the department, faculty, or university.

**Proposed Faculty of Science ATSEC Procedures and Schedule**

1. ATSEC will be constituted each fall, consisting of the elected and appointed members described above. To avoid major overlap with FEC, most ATSEC activities will take place in the Winter term, although certain deadlines will occur in the Fall term. In particular, the following schedule shall be followed:
   - Administrative member appointed by the Dean by November 1
   - Elected ATS members voted on by all Faculty of Science ATS staff by November 1 (In 2019, two members shall be elected, one for a 1-year term and one for a 2-year term. In 2020 and subsequent years, one ATS elected member will remain for the second year of a 2-year term, and one new ATS member will be elected. This will assure continuity on the committee.)
   - Outside ATS member appointed by Provost by November 1
2. Eligible ATS members will complete an online annual report based upon the Faculty of Science eFEC document, and submit to department chairs by November 30. Those applying for promotion will prepare detailed dossiers documenting performance in teaching and service.
3. ATS members who intend to seek consideration for promotion must notify their chair and the Vice Dean of this intent by July 1. Chairs will then be responsible for soliciting letters of reference and obtaining departmental feedback on the promotion case.
4. Chairs will prepare recommendations for merit and/or promotion using the Faculty of Science eFEC template and submit to the Dean’s office (ATSEC Secretary) by January 31.
5. The complete set of annual reports and chairs’ recommendations will be made available to ATSEC by February 7.
6. Staff whose cases are to be considered by ATSEC may contest negative promotion recommendations or merit recommendations of less than 1.0 increments through written notification of the Vice Dean by February 7.
7. ATSEC will meet by March 1 to consider all merit and promotion cases, and hear any contested cases. Results will be communicated by Vice Dean on or before March 8.
8. Staff whose merit decision was reduced from 1.0 increments or more to less than 1.0 increments, or whose promotion decision received a negative vote, may request reconsideration my ATSEC at a meeting to be held no later than April 30.
9. Results of all merit and promotion decisions will take effect as of July 1.
Sample generic position profiles for several proposed ATS appointments are found on the following pages.

POSITION PROFILE – Science Faculty Lecturer

Position Title: Faculty Lecturer  
Rank: Assistant, Associate or Full Lecturer  
Contract Status: Career (full time or part-time)  
Faculty: Science  
Salary Range: as per established Salary Scale in Appendix D5 of the ATS agreement

Refer to Article D6.08 of the ATS Agreement for Increment Eligibility

Reports to: Department Chair or designate

General Overview
A staff member under the ATS Agreement shall be a scholar who:

- has teaching and/or teaching-related responsibilities as their primary academic responsibility, such teaching shall involve University credit courses;
- shall demonstrate scholarship and remain current and competent in the discipline or profession;
- may have assigned duties related to service; and
- may have assigned duties related to research and other scholarly activities

If research and other scholarly activities and service responsibilities are not specifically included in this Position Profile, the degree of voluntary participation in such responsibilities may vary from staff member to staff member and from time to time. Such voluntary participation is not compensated.

Faculty-Specific Overview

- Incumbents will teach in undergraduate and/or graduate courses and may contribute to Faculty and community service.
- Faculty Lecturer ranks are as defined in Faculty of Science guidelines.
- Definition of full-time teaching load is 8 three credit course sections or equivalent, over 12 months. This may be adjusted for very large sections, administrative roles in multi-section courses, and other responsibilities, as assigned by the Chair.
- As Career Status appointments, Faculty Lecturers will be evaluated by the Science ATSEC committee as per the ATSEC Evaluation Policies and Procedures.
- Any special conditions which are at variance with this position profile or the terms of the ATS Agreement shall be approved in accordance with Article D1.04 of the ATS Agreement.

Teaching of University Credit Courses:

- Provides instruction to students in Faculty of Science undergraduate and/or graduate courses as assigned by the Chair.
• Instruction may include laboratory, seminar or field instruction, as components of lecture courses, or as separate teaching assignments.
• Evaluates student performance progress and provides appropriate and timely feedback according to department protocols.
• Prepares, administers, and marks final exams/assignments; completes records related to grades; may be required to prepare and/or administer deferred exams.
• May provide support or supervision for undergraduate or graduate student projects.
• Attends course-related orientations, meetings and other activities related to teaching assignment
• Holds office hours as per department policy and handles email communications in a timely manner.

**Teaching Related Duties**

• Prior to the start of class: designs course syllabus; orders textbooks and other course materials as required.
• May act as course coordinator (“course captain”) in multi-section courses
• May generate significant course content, such as lab manuals
• Mentoring or supervision of teaching assistants where applicable.
• Demonstrates scholarship and remains current and competent in the discipline or profession to ensure that course content is up to date and relevant to the needs of students

**Duties below, and associated % of FTE, as assigned by Chair and stipulated in the Supplementary Conditions to the Appointment Letter**

**Service Contributions: xx%**

Service may include, but is not limited to:

• May participate in the development of curriculum and design of courses.
• Participation in the governance of the Department or Faculty through committee membership.
• Dissemination of knowledge to the general public, using expertise and knowledge of the discipline.
• Serving in teaching-related Departmental Administrative positions.
• Coordination of outreach, dissemination, and collegial activities.

**Research and Scholarly Activities: xx%**

Research and scholarly activity is not a requirement of this position but may be included with the agreement of the Faculty Lecturer and Chair and approval by the Dean. Such activities may include, but are not limited to:
• Pedagogical research and innovation.
• Research that ensures currency within the discipline
• Supervision and dissemination of original research with undergraduate or graduate students
• Faculty Lecturers may be eligible to apply as co-applicants and hold grants (requires a recommendation from the Chair and approval by the Dean)
• Professional Development.

**Academic and/or Professional Qualifications**
(exceptions require a recommendation from the Chair and approval by the Dean)
• A PhD or equivalent degree in a relevant discipline is the normal qualification and is required to teach courses at the 300 or higher levels;
• A Masters or equivalent degree in a relevant discipline is the minimum to teach 100 and 200 level courses;
• Demonstrates scholarship and remains current and competent in the discipline or profession.

**Skills and Competencies**
• Recent experience and/or demonstrated ability in University teaching at the undergraduate/graduate level.
• Ability to employ varied teaching strategies.
• Ability to design or select and administer effective assessments.
• Strong verbal and written communication skills, with the ability to adapt communication style.
• Ability to work effectively with colleagues.
• Critical thinking and organizational ability.
• Facilitation, negotiation and problem solving skills and an ability to handle challenging student situations.
• Technically proficient in skills as required by the discipline, for example in the relevant computer environments and applications.

Approved by ATSEC Chair:
Date:
POSITION PROFILE – Science Instructor

Position Title: Science Instructor
Rank: Science Instructor I, II, III
Contract Status: Term 12 (FT or PT), Term 8R (FT)
Faculty: Science
Salary Range: as per established Salary Scale in Appendix D5 of the ATS Agreement

Refer to Article D6.08 of the ATS Agreement for Increment Eligibility

Reports to: Department Chair

General Overview
A staff member under the ATS Agreement shall be a scholar who:

- has teaching and/or teaching-related responsibilities as their primary academic responsibility, such teaching shall involve University credit courses;
- shall demonstrate scholarship and remain current and competent in the discipline or profession;
- may have assigned duties related to service; and
- may have assigned duties related to research and other scholarly activities

If research and other scholarly activities and service responsibilities are not specifically included in this Position Profile, the degree of voluntary participation in such responsibilities may vary from staff member to staff member and from time to time. Such voluntary participation is not compensated. [NOTE: research activities may be omitted from Science Instructor position profile.]

Faculty-Specific Overview
- Incumbents will teach in the undergraduate degree programs and may contribute to Faculty and community service.
- Science Instructor ranks are as defined in Faculty of Science guidelines.
- Definition of full-time teaching load is 8 three credit course sections or equivalent, over 12 months, or 6 three credit course sections or equivalent over 8 months. This may be adjusted for very large sections, administrative roles in multi-section courses, and other responsibilities, as assigned by the Chair.
- Science Instructors will be evaluated by the Department Chair. Those with appointments of three years or more will also be evaluated by Science ATSEC as per the ATSEC Evaluation Policies and Procedures.
- Any special conditions with are at variance with this position profile or the terms of the ATS Agreement shall be approved in accordance with Article D1.04 of the ATS Agreement.

Teaching of University Credit Courses:
- Provides instruction to students in Faculty of Science undergraduate and/or graduate courses as assigned by the Chair.
• Instruction may include laboratory, seminar or field instruction, as components of lecture courses, or as separate teaching assignments.
• Evaluates student performance progress and provides appropriate and timely feedback according to department protocols.
• Prepares, administers, and marks final exams/assignments; completes records related to grades; may be required to prepare and/or administer deferred exams.
• May provide support or supervision for undergraduate student projects.
• Attends course-related orientations, meetings and other activities related to teaching assignment
• Holds office hours as per department policy and handles email communications in a timely manner.

Teaching Related Duties
• Prior to the start of class: designs course syllabus; orders textbooks and other course materials as required.
• May act as course coordinator ("course captain") in multi-section courses
• Mentoring or supervision of teaching assistants where applicable.
• Demonstrates scholarship and remains current and competent in the discipline or profession to ensure that course content is up to date and relevant to the needs of students

Duties below, and associated % of FTE, as assigned by Chair and stipulated in the Supplementary Conditions to the Appointment Letter

Service Contributions: xx%
Service may include, but is not limited to:
• May participate in the development of curriculum and design of courses.
• Participation in the governance of the Department or Faculty through committee membership.
• Dissemination of knowledge to the general public, using expertise and knowledge of the discipline.
• Serving in teaching-related Departmental Administrative positions.
• Coordination of outreach, dissemination, and collegial activities.

Academic and/or Professional Qualifications
(exceptions require a recommendation from the Chair and approval by the Dean)
• A PhD or equivalent degree in a relevant discipline is the normal qualification and is required to teach courses at the 300 or higher levels;
• A Masters or equivalent degree in a relevant discipline is the minimum to teach 100 and 200 level courses;
Demonstrates scholarship and remains current and competent in the discipline or profession.

**Skills and Competencies**

- Recent experience and/or demonstrated ability in University teaching at the undergraduate/graduate level.
- Ability to employ varied teaching strategies.
- Ability to design or select and administer effective assessments.
- Strong verbal and written communication skills, with the ability to adapt communication style.
- Ability to work effectively with colleagues.
- Critical thinking and organizational ability.
- Facilitation, negotiation and problem solving skills and an ability to handle challenging student situations.
- Technically proficient in skills as required by the discipline, for example in the relevant computer environments and applications.

Approved by ATSEC Chair:

Date:
POSITION PROFILE – Max Wyman Assistant Professor

Position Title: Max Wyman Assistant Professor
Rank: Assistant Lecturer
Contract Status: Term (full time, 12 months, 3-year term)
Faculty: Science
Salary Range: as per established Salary Scale in Appendix D5 of the ATS agreement

Refer to Article D6.08 of the ATS Agreement for Increment Eligibility

Reports to: Department Chair or designate

General Overview
A staff member under the ATS Agreement shall be a scholar who:

- has teaching and/or teaching-related responsibilities as their primary academic responsibility, such teaching shall involve University credit courses;
- shall demonstrate scholarship and remain current and competent in the discipline or profession;
- may have assigned duties related to service; and
- may have assigned duties related to research and other scholarly activities

If research and other scholarly activities and service responsibilities are not specifically included in this Position Profile, the degree of voluntary participation in such responsibilities may vary from staff member to staff member and from time to time. Such voluntary participation is not compensated.

Faculty-Specific Overview

- Incumbents will teach in the undergraduate and/or graduate courses within the Department of Mathematical and Statistical Sciences and may contribute to Faculty and community service.
- Max Wyman Assistant Professors are held only at the assistant lecturer rank, with qualifications as defined in Faculty of Science guidelines.
- Definition of full-time teaching load is 8 three credit course sections or equivalent, over 12 months. Max Wyman Assistant Professors will normally teach an average of 2 three credit courses per year.
- Max Wyman Assistant Professors will be evaluated by the Science ATSEC committee as per the ATSEC Evaluation Policies and Procedures.
- Any special conditions which are at variance with this position profile or the terms of the ATS Agreement shall be approved in accordance with Article D1.04 of the ATS Agreement.

Teaching of University Credit Courses (40%):

- Provides instruction to students in Faculty of Science undergraduate and/or graduate courses as assigned by the Chair.
Instruction may include laboratory, seminar or field instruction, as components of lecture courses, or as separate teaching assignments.

Evaluates student performance progress and provides appropriate and timely feedback according to department protocols.

Prepares, administers, and marks final exams/assignments; completes records related to grades; may be required to prepare and/or administer deferred exams.

May provide support or supervision for undergraduate or graduate student projects.

Attends course-related orientations, meetings and other activities related to teaching assignment.

Holds office hours as per department policy and handles email communications in a timely manner.

**Teaching Related Duties**

- Prior to the start of class: designs course syllabus; orders textbooks and other course materials as required.
- May act as course coordinator (“course captain”) in multi-section courses.
- Mentoring or supervision of teaching assistants where applicable.
- Demonstrates scholarship and remains current and competent in the discipline or profession to ensure that course content is up to date and relevant to the needs of students.

**Duties below, and associated % of FTE, as assigned by Chair and stipulated in the Supplementary Conditions to the Appointment Letter**

**Service Contributions: 20%**

Service may include, but is not limited to:

- May participate in the development of curriculum and design of courses.
- Participation in the governance of the Department or Faculty through committee membership.
- Dissemination of knowledge to the general public, using expertise and knowledge of the discipline.
- Serving in teaching-related Departmental Administrative positions.

**Research and Scholarly Activities: 40%**

Research and scholarly activity are a requirement of this position. Max Wyman Assistant Professors are expected to develop an independent research program and will be eligible to apply for federal research funds in accordance with University policies and procedures.

Such activities may include, but are not limited to:

- Pedagogical research and innovation.
• Research that ensures currency within the discipline
• Supervision and dissemination of original research with undergraduate or graduate students
• Professional Development.

Academic and/or Professional Qualifications
(exceptions require a recommendation from the Chair and approval by the Dean)
• A PhD or equivalent degree in Mathematics or Statistics.
• Demonstrates scholarship and remains current and competent in the discipline or profession.

Skills and Competencies
• Recent experience and/or demonstrated ability in University teaching at the undergraduate/graduate level.
• Ability to employ varied teaching strategies.
• Ability to design or select and administer effective assessments.
• Strong verbal and written communication skills, with the ability to adapt communication style.
• Ability to work effectively with colleagues.
• Critical thinking and organizational ability.
• Facilitation, negotiation and problem solving skills and an ability to handle challenging student situations.
• Technically proficient in skills as required by the discipline, for example in the relevant computer environments and applications.
• Strong research background in Mathematics or Statistics, with creative, feasible, and well-articulated research plan.

Approved by ATSEC Chair:
Date: