

TITLE: SECONDMENT OF FACULTY MEMBERS TO EXTERNAL ORGANIZATIONS

PRACTICE:

The College seeks to be compensated fairly for the services provided by its faculty to external organizations. Such compensation is used to provide replacement services such as teaching, other professional duties, curriculum development, program or School duties, and college-wide responsibilities normally expected of full-time faculty members.

GUIDELINES:

1. The College establishes a contract with the external organization clearly outlining the time commitment and conditions under which the secondment will occur.
2. The Dean is responsible for the negotiation of such contracts with the administrative representative of the external organization.
3. The secondment should be of clear benefit to the individual being seconded or to the College or both. Such benefit must outweigh the adverse impact on the College.
4. The faculty member being seconded and the program are consulted prior to the establishment of the contract.
5. The School/program unit from which the faculty member is to be seconded must be given enough notice to accommodate alternate arrangements for the faculty member's replacement.
6. Compensation for the secondment will normally include full salary and benefit contributions including vacation time, pro-rated relative to the workload of the faculty member.
7. The proceeds are used to pay for replacement faculty. Any residual funds are placed in the Program Development Fund and designated for use of the School from which the faculty member was seconded. In consultation with the Dean, the School may access funds to cover non-instructional activities in the absence of the seconded faculty member. Non-instructional activities may include but are not limited to course or program development, recruitment activities, lab support, web update, or community liaison.
8. If the College enters into an agreement that provides less compensation than is specified above, a clear rationale must be provided describing the contribution being made to the organization in question or accounting for the value of the benefit to the College or the seconded individual. Such contributions may also be the result of partnership arrangements wherein the College has agreed to be a contributor to a specific project or service.
9. This standard practice does not limit other contractual arrangements that could be made with agencies.

PROCEDURE:

1. A proposal for the secondment must be submitted to the Dean at least 3 months in advance of the start of the teaching term to be impacted by the secondment.
2. The Dean consults with the faculty member, the program, and Human Resources regarding the nature of the secondment, the potential for replacement, and the impact likely to be felt

by the program/or the College. The benefit of the secondment to the seconded faculty member or to the College should clearly outweigh the adverse impact on the College.

3. If the secondment seems feasible, the Dean negotiates a secondment agreement with the external agency that establishes the compensation for the faculty member's services and limits the service that is to be provided. The agreement normally includes working conditions that would affect the faculty member during the secondment.
4. If the compensation for the secondment is to be less than the amount specified in these guidelines, the decision to proceed must be referred to the Vice President Academic in order to establish the extent of the contribution that the College is willing to provide to the organization in question. Such contribution must be clearly specified and become part of the agreement with the organization in question.
5. Once an agreement has been established, the Dean signs on behalf of the College and files copies of the agreement with the Vice President Academic and with the Finance Department. The Dean then works with the program to replace the seconded faculty member and to apply for funds for non-instructional activities.
6. Residual funds that are placed in the Program Development Fund can be accessed through discussion with the Associate Dean, the Dean, and the Vice President Academic and can be used for non-instructional activities that are normally associated with faculty workload as outlined in Section 7 above. These funds must be accessed in the same fiscal year as the secondment. Should no request for funds be made by April 1st of that year, the funds will be applied to development projects from other programs at the discretion of the Associate Vice President Academic.

OFFICER RESPONSIBLE: Vice President Academic

RECOMMENDING AUTHORITY: Deans' Council

CONSULTATION FOR REVIEW: Deans, Vice President of Human Resources

PRACTICE REVIEW DATE: July 01, 2006

EFFECTIVE DATE: July 1, 2005

REVISION HISTORY:

RELATED POLICIES:

- Compensation Standard Practice

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.