

Simon Fraser University

Memorandum

**To:** Senate  
**From:** Senate Committee on Agenda and Rules  
**Date:** August 31, 1999  
**Subject:** CAWT/Special Appointment Policy

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Action undertaken by the Senate Committee on Agenda and Rules at its meeting of August 31, 1999 gives rise to the following motion

MOTION: "that Senate approve the ~~CAWT/Special Appointment Policy~~ as set forth in S.99-53 "

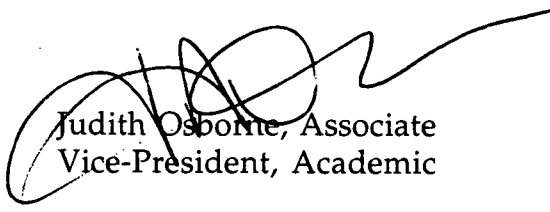
Not approved. Referred to Scar.

S.M. Sept. 13/99

**SIMON FRASER UNIVERSITY**

**Office of the Associate Vice-President, Academic  
MEMORANDUM**

**TO:** Alison Watt, Director  
Secretariat Services

**FROM:**  Judith Osborne, Associate  
Vice-President, Academic

**RE:** CAWT/Special Appointment Policy    **DATE:** July 26, 1999

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I attach a copy of the this draft policy for consideration at the next meeting of SCAR regarding the need for Senate approval or otherwise. This document was not negotiated with the Faculty Association but they were consulted extensively and were satisfied with it in its current form.

Due to my oversight, the draft policy was approved at the July Board of Governors meeting, but that approval is clearly contingent on Senate approval should SCAR deem it necessary.

/bmm

- CONTINUING APPOINTMENT WITHOUT TERM
  - SPECIAL APPOINTMENT
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## PURPOSE

The purpose of this policy is to permit departments, schools, and programs to recommend candidates for an appointment equivalent to a tenure-track, or tenured, appointment except that the continuation of the appointment is contingent upon the candidate's receiving, and continuing to receive, full salary support directly from an external source. Unless otherwise noted (see C), all of the University's established policies apply to these categories of appointment.

### A. POLICY

1. Simon Fraser University recognizes that short- and long-term partnerships between the University and private or public sector agencies may create opportunities for highly-qualified persons with appropriate academic credentials to be associated with a University department, school, or program on a continuing basis subject to the continued availability of direct full salary support (including benefits) from an external source.
- B. For these purposes, the University will recognize two categories of non-standard appointment which will be subject to all relevant University policies.
  - (a) Special Appointment: Special Appointments will enjoy the rights and privileges of tenure-track appointees for the duration of their appointments with the following conditions listed in (i) to (iii) and with the exceptions specified in sections C. and D.:
    - (i) Continuation of the appointment for the length of the designated period of the appointment is contingent upon the University receiving direct continuing full salary support for the appointee from an external funding agency for the whole period of the appointment. Full salary support means the cost of salary and benefits. No University funds may be contributed to salary support or fringe benefits.

- (ii) A Special Appointment may be made at the rank of Assistant-Professor, Associate Professor or Professor. The term of appointment will normally be five years. In the fourth year of appointment if the funding is to continue, the incumbent will be given a contract review through the procedures specified in A 11.01. If the review is positive the appointment will be renewed for a further term determined by the guarantee of continuing external funding for a specified period of time. When the funding for an appointment ceases, the appointment will end. This does not constitute dismissal.
  - (iii) Recommendations for Special Appointments should be forwarded to the Vice-President, Academic, on the recommendation of the Chair and the Department, following normal department procedures, and with the approval of the Dean. The responsibility for concluding such appointments lies with the Vice-President, Academic (Category B appointment).
- (b) Continuing Appointment Without Term: A Continuing Appointment Without Term has no specified end date. The appointee has the rights and privileges of a tenured faculty member with the following conditions listed in (i) to (iii) and with the exceptions specified in sections C. and D.:
- (i) Continuation of the appointment is contingent upon the University receiving continuing full salary support for the appointee from an external funding agency for the whole period of the appointment. Full salary support means the cost of salary and benefits. No University funds may be contributed to salary support or fringe benefits.
  - (ii) A CAWT normally will be made only at the rank of Professor.
  - (iii) Recommendations for CAWTs should be forwarded to the Vice-President, Academic, on the recommendation of the Chair, the DTC/FTC, and with the approval of the Dean. The responsibility for concluding such appointments lies with the Vice-President, Academic (Category B appointment).

- C. The University's established policies will apply to Special Appointments and Continuing Appointments Without Term except as specified here:
- (a) Salaries for appointments will either be set according to the negotiated faculty salary scale or alternative salary and career advancement processes will be set out at the time of appointment. In either event, appointees will undergo biennial reviews required for all faculty.
  - (b) Appointees will not be eligible for enhanced early retirement unless the funder provides the funding. The funder and the University must agree to early retirement or modified contract proposals.

D. The following restrictions apply to Special Appointments and Continuing Appointments Without Term:

- (i) A Special Appointment or a Continuing Appointment Without Term may not be used to "bridge" a candidate into a regular tenure-track or tenured appointment, thereby by-passing normal Department/School/Faculty appointment processes.
- (ii) Neither a Special Appointment nor a Continuing Appointment Without Term may carry with it the prospect or promise of conversion to a regular tenured or tenure-track appointment. A person holding a Special or CAWT appointment may apply for a vacant CFL position for which he/she is qualified.
- (iii) This policy does not apply to NSERC Industrial Chairs, FRBC chairs, and the like. It does not apply to revenue-generating appointments. It may apply to clinical appointments, and the like.
- (iv) It is not appropriate for a Special Appointment or a CAWT to be recommended where a visiting or limited term appointment will meet the department's/school's/Faculty's needs and achieve its purposes.
- (v) Recommendations for Special Appointments and CAWTs must include copies of written funding agreements. Funding arrangements for

appointments may include the requirement that funds are to be paid to the University in advance of the start of the appointment.

- (vi) Start-up costs for Special Appointments and CAWTs are the responsibility of the Faculty/School/Department and/or the external funding partner.
- (vii) Special Appointments and CAWTs should participate annually in all three areas of faculty responsibility -- teaching, research, and service -- in proportions appropriate to the purpose of their appointments.
- (viii) Where a Special Appointment or CAWT must be "phased out", the costs of "phase out" are the Faculty's sole responsibility. Long term commitments, for example research projects and the supervision of doctoral students, should be taken into account when a CAWT or Special Appointment is recommended, and when "phase out" arrangements are being made.
- (ix) The total complement of active Special Appointments and CAWTs normally may not exceed 3% of the University's total CFL complement. The Vice-President, Academic shall report to the Board of Governors annually in September, the number of Special Appointments and CAWTs made during the previous 12 months.