

## Academic Staff Designation Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

### Policy Statement:

The Board of Governors exercises its discretion in the designation of Academic Staff in accordance with its mandate, the Colleges learning environment and traditions, following appropriate consultation, and in accordance with clearly articulated guiding principles.

<b>Sponsor:</b>	Governance
<b>Policy Owner:</b>	Board of Governors
<b>Policy Administrator:</b>	Vice President, Academic
<b>Approved By:</b>	Board of Governors
<b>Approval Date:</b>	October 25, 2019
<b>Effective Date:</b>	October 25, 2019

<b>Objective:</b>	This policy provides direction and guidance to the Board as it exercises its discretion under the Post-secondary Learning Act in making a Designation.
<b>Guidelines:</b>	<ol style="list-style-type: none"> <li>1. The primary consideration when making a Designation shall be whether the employee or group of employees are primarily responsible for directly contributing to student achievement of learning outcomes through the development and/or delivery of Credit Programs, which may include the development of curriculum and instructional excellence at the Credit Program level, and through direct counselling to students in support of student achievement.</li> <li>2. In making a Designation, the Board shall also consider:             <ol style="list-style-type: none"> <li>A. Any potential for significant conflict regarding any managerial responsibilities of an Employee or group of Employees;</li> <li>B. Whether an Employee's or a group of Employee's duties are of a confidential nature that relate to labour relations or whether disclosure of such confidential information could have an adverse effect on the College;</li> <li>C. The results of consultation with the academic bargaining agent and any other affected bargaining agents; and</li> <li>D. The Board's historical approach to Designations, although such historical approach shall not be binding on the Board.</li> </ol> </li> <li>3. In making a Designation, the Board may also consider:             <ol style="list-style-type: none"> <li>A. Whether the Employee's or group of Employees' primary responsibility is to determine best practices in instruction and curriculum development of credit programming and direct teaching and coaching of instructors in these functions;</li> <li>B. Whether the Employee's or group of Employees' primary responsibility is to provide direct counselling services to students so as to contribute to their</li> </ol> </li> </ol>

	<p>well-being and ability to complete a Credit Program; and</p> <p>C. Any impact to an Employee’s or group of Employees’ terms or conditions of employment resulting from a Designation, and any arrangements and considerations which may be required resulting from a change in Designation.</p>
<b>Definitions:</b>	<p><b>Academic Staff</b> is an employee who, as a member of a category of employees or individually, is designated as an academic staff member by the Board of G (Post-Secondary Learning Act (PSLA), Section 1(c)).</p> <p><b>Board</b> refers to the Board of Governors of Northern Lakes College.</p> <p><b>Credit Program</b> is a group of related courses that is formally approved by Alberta’s Ministry of Advanced Education and offers an official credential recognized in the Alberta credential framework.</p> <p><b>Designation</b> is a determination made regarding which employees of the Board should be designated as Academic Staff, and includes re-designation or de-designation.</p> <p><b>Employee</b> means an employee of the Board.</p>

<b>Related Northern Lakes College Documents:</b>	N/A
<b>Related External Information:</b>	N/A
<b>Stakeholders Consulted:</b>	N/A
<b>Next Review Date:</b>	October 24, 2024
<b>Revision History:</b>	October 24, 2019: New