

Policies & Procedures

ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Executive Board
Policy Number: 1

Purpose: This policy is adopted pursuant to Article 5 of the Association Bylaws. The table officers are the President and Chair of the Board, Vice President & Treasurer, Secretary, Past Member, Negotiations Chairperson, Professional Affairs Chairperson, Grievance Advisor, Newsletter Editor, and Academic Council Representative, ACADFA Executive Representative to the Board of Governors, and ACADFA Executive Sessional Representative as established in the Association Bylaws as amended April 29, 2003.

Policy: The Executive Board shall have as its primary functions, the following responsibilities:

- a) to consider and, if appropriate, approve new policy;
- b) to review existing policy when necessary;
- c) to oversee and review the administrative and financial affairs of the Association;
- d) to represent the Association in external forums (eg. at municipal/provincial organizations such as CalFASA and ACIFA);
- e) to establish and regularly review the goals and objectives of the Board and its committees;
- f) to approve significant bargaining-related actions such as the initial position or interests for negotiations, job actions or public activities in support of the Association's bargaining position, recommendations to the membership concerning ratification of any tentative agreements reached through negotiations, or decisions to proceed to binding arbitration, etc.

In relation to grievance matters, the Executive Board has the authority to:

- a) approve guidelines under which grievance cases may be referred to binding arbitration;
- b) approve every recommendation to refer a specific case to binding arbitration;
- c) approve the Association policy on confidentiality with respect to grievance matters.

Procedure:

- 1.1 Executive Board members are elected at large, representing the interests of all faculty members, not merely the interests of a specific sub-set of the membership. As such, Board members have a further duty to ensure:
 - a) adequate representation of membership perspectives;
 - b) communication of Association activities and positions through liaison with the various constituent groups of the College.
- 1.2 The Executive Board shall meet regularly, according to the annual schedule of meeting dates established in the fall. This shall include an annual orientation meeting in order to facilitate and integrate the participation of new Board members. The President has the authority to call additional meetings, as required, and to cancel any meeting by reason

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of lack of new business.

- 1.3 Written reports by officers are encouraged and shall be circulated, together with the Board agenda, the week prior to the scheduled meeting, when possible.
- 1.4 The Board agenda will generally conform to the following format. However the format may change due to special or emergency meetings:
 1. Call to Order
 2. Approval of Agenda
 3. Approval of Minutes
 4. President's Report
 5. Officers' Reports
 6. Old Business
 7. New Business
 8. Information
 9. Adjournment
- 1.5 At meetings of the Executive Board, all members, as well as the President and/or Chair of the Board, shall have a single vote on each motion presented before them. In the event of a tie vote, the motion shall be deemed lost.
- 1.6 All motions to be decided at meetings of the Executive Board, including recommendations from committees, shall require a mover and seconder before being debated.

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Policy Name: Election Speeches
Policy Number: 2

Purpose: Pursuant to Association Bylaws Article 11, Election of Officers, candidates are entitled to address the membership present at a general meeting prior to election balloting.

Policy: Candidates vying for election to seats on the ACAD Faculty Association Executive Board or related committees may address the membership following the closure of nominations and prior to balloting.

Procedure:

- 2.1 The Chief Returning Officer will announce that nominations for election have closed and will request that any candidates wishing to address the membership to make their intentions known at that time.
- 2.2 Speeches will be limited to five minutes per candidate and will be timed by the Chief Returning Officer.
- 2.3 Speeches will be given in the order outlined in Article 11.4 of the Association Bylaws. In the case of contested positions, the order of speakers for a contested seat will be determined by lottery.
- 2.4 After candidate addresses are completed, the Chief Returning Officer will chair a question period.
- 2.5 Voting by secret ballot will commence at the conclusion of the question period.

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Policy Name: Election Balloting
Policy Number: 3

Policy: Election balloting for positions on the Faculty Association Executive Board and associated committees shall be conducted in a fair and consistent manner.

Procedure:

- 3.1 For elections held during a general meeting of the Association, the Chief Returning Officer will distribute ballots to eligible members present at the meeting.
- 3.2 For election held by a mail-in ballot, the Chief Returning Officer will distribute ballots and envelopes to all members through the campus mail system.
- 3.3 Each eligible voter will indicate his or her preferred candidate on the provided ballot and return it to the Chief Returning Officer.
- 3.4 The Chief Returning Officer will announce the closing of balloting.
- 3.5 After the closing of balloting, ballots will be counted by the Chief Returning Officer and either a member of the Executive Board who is not currently running for office or the Association's Office Manager.
- 3.6 The Chief Returning Officer will announce the results to the membership.
- 3.7 A summary of the ballot count will be prepared by the Chief Returning Officer and retained in the Association office. It will be available for members to view but will not be announced unless requested by all candidates contesting a position.
- 3.8 Unless there is any dispute in the results of the election, the ballots will be destroyed after approval of a motion to do so at the next meeting of the Executive Board.

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Policy Name: Executive Board Meetings
Policy Number: 4

Purpose: The Executive Board wishes to communicate clearly with all constituents of the Alberta College of Art and Design Faculty Association.

Policy: Regular Executive Board meetings are open with agendas usually published in advance of the meeting. However, confidential matters related to personnel, grievances, contract negotiations or finance may be discussed in a closed portion of the meeting.

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Policy Name: Executive Board Agenda Items
Policy Number: 5

Policy: In order that adequate opportunity may exist for preparation and consideration by members of the Executive Board, persons or groups requesting Board approval for new proposals, excluding normal administrative business, involving either expenditures exceeding \$1,000 and/or policy changes or decisions, should submit such proposals through the President's office 10 working days prior to the Executive Board's upcoming meeting for inclusion on the Agenda. In the absence of such prior notice, the Executive Board may elect not to consider an item until the subsequent Executive Board meeting.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Indemnification
Policy Number: 6

Purpose: To indemnify all servants (hereinafter defined as employees) of the Alberta College of Art and Design Faculty Association, whether executive officers, volunteers or employees, against personal liability arising out of legal action brought against them in the performance of duties in the course of and within the scope of their employment or otherwise in the public interest.

Policy: The Association will not hold an employee responsible for financial loss that results from an honest mistake, error in judgment, or oversight in performing duties of his or her office for the Faculty Association unless the employee acted maliciously or dishonestly or knew or should have known that his or her activities were not within the scope of his or her position within the Association.

Procedure: 6.1 The Association will provide assistance to its employees if an employee is sued in his or her personal capacity in an action arising out of the performance of his or her duties as an employee. Such assistance shall include the following:

- a) The Association will provide to the employee legal services for the defense of any legal proceedings involving the Faculty Association and the employee, or only the employee, either by providing counsel directly or by paying legal fees and disbursements of legal counsel selected by the Faculty Association in consultation with the employee.
- b) The Association will be responsible for the payment of any settlement of the action or a judgment against the employee.
- c) The Faculty Association will not seek indemnification from an employee whose actions result in a judgment against the Faculty Association.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Committees
Policy Number: 7

Purpose: The Executive Board wishes to maintain proper control over the formation and effectiveness of its committees.

Policy: The Executive Board will annually review its committees.

Committees of the Association may establish their own practices and meeting procedures, as allowed for under Robert's Rules of Order.

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Policy Name: College Committees and Boards

Policy Number: 8

Purpose: To ensure faculty representation on College committees and Boards as outlined in the Colleges Act, College Bylaws and the Collective Agreement.

Policy: The Association will elect or appoint members to College committees ensuring appropriate representation of the constituent membership of the faculty.

Procedure: 8.1 **Academic Council**

a) Academic Council Bylaws require the election of eight (8) faculty members representing the following areas:

- 1 Liberal Studies
- 2 Fine Arts
- 2 Design
- 1 ACADFA Executive
- 1 MADT
- 1 Foundation

b) The ACADFA Executive Academic Council member will be elected pursuant to the Association Bylaws and will also hold a seat on the Association's Executive Board.

c) The remaining faculty representatives to Academic Council will be elected at the Fall General Meeting for two-year terms consistent with the Academic Council Bylaws.

8.2 **Academic Council Standing**

a) Academic Council Bylaws require the election of six (6) faculty members representing the following areas:

- Liberal Studies
- Fine Arts
- Design
- MADT
- Foundation
- Member at Large

b) Representatives to Academic Council Standing will be elected at the Fall General Meeting for two year terms consistent with the Academic Council Bylaws.

8.3 **Health & Safety**

a) The Health & Safety Committee requires the election of two (2) faculty members.

b) Representatives to the Health & Safety Committee will be elected at the Fall General Meeting for one year terms.

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- c) Representatives to the Health & Safety Committee will report to the Association membership at General Meetings.
- 8.4 Professional Affairs
- a) The Professional Affairs Committee requires the election of three (3) faculty members, each representing different Departments, plus the ACADFA Executive Representative.
 - b) Representatives to the Professional Affairs Committee will be elected at the Fall General Meeting for overlapping two year terms.
- 8.5 **Board of Governors Representative**
- a) Under the Colleges Act, the Minister of Advanced Education will appoint one (1) academic staff member nominated by the academic staff association.
 - b) A representative to the Board of Governors will be elected at the Fall General Meeting. The Minister will then appoint the representative for a two-year term consistent with the Colleges Act.
 - c) The representative shall consult with and, as far as possible, convey the points of view and interests of the Association membership.
 - d) The Board of Governors representative shall report to the Association's Executive Board at its regular meetings, but will not *vote* on the Executive Board.
 - e) The Board of Governors representative will report to the Association membership at General Meetings.
- 8.6 Hiring Committee
- a) The Hiring Committee requires the election of three (3) faculty Members, each representing different Departments.
 - b) Representatives to the Hiring Committee will be elected at the Fall General Meeting for overlapping two-year terms.
- 8.7 Intellectual Property Committee
- a) As mandated by the 2002-2005 Collective Agreement, the Intellectual Property Committee shall consist of two (2) Members appointed by the Association.
 - b) Representatives to the Intellectual Property Committee will be elected at the Fall General Meeting for the term of the agreement.

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- 8.8 Faculty Evaluation Committee
- a) As mandated by the Faculty Evaluation Policies and Procedures (approved June 26, 2001), the Faculty Evaluation Committee, shall consist of three (3) elected, Permanent Members; no more than one (1) from any one (1) Department.
 - b) Representatives to the Faculty Evaluation Committee will be elected at the Fall General Meeting for a two (2) year term.
- 8.9 Faculty Evaluation Appeals Committee
- a) As mandated by the Faculty Evaluation Policies and Procedures (approved June 26, 2001), the Faculty Evaluation Committee, shall consist of three (3) elected, Permanent Members; no more than one (1) from any one (1) Department; none of whom were members of the Faculty Evaluation Committee that heard the original case.
 - b) Representatives to the Faculty Evaluation Appeals Committee will be elected at the Fall General Meeting for a two (2) year term.
- 8.10 Liberal Studies Workload Committee
- a) As mandated by the 2002-2005 Collective Agreement, the Liberal Studies Workload Committee shall consist of two (2) elected Members; appointed by the Association.
 - b) Representatives to the Liberal Studies Workload Committee will be elected at the Fall General Meeting for the term of the agreement.
- 8.11 Professorial Ranks
- a) As mandated by the 2002-2005 Collective Agreement, the Professorial Ranks Committee shall consist of three (3) Permanent Members appointed by the Association, including the ACADFA President or designee.
 - b) Representatives to the Professorial Ranks Committee will be elected at the Fall General Meeting for the term of the agreement.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Joint Consultation Committee
Policy Number: 9

Composition: College
President, Co-Chair
2 members of the most recent bargaining team*

Faculty Association
President, Co-Chair
2 members of the most recent bargaining team*

Policy: The Joint Consultation Committee established by Article 18 of the Collective Agreement shall be concerned with the review of, and negotiations respecting, the Collective Agreement and any such matters that pertain to the terms and condition of employment of members which are not within the purview of the Negotiations Chair, and within the management of the Collective Agreement, jointly with representatives of the College.

Procedure: 9.1 The Co-chairs may call joint consultation meetings between the parties at least every six (6) weeks.
9.2 Meetings may be canceled, or rescheduled by mutual agreement.
9.3 The Association President will report on Joint Consultation meetings at regularly scheduled Executive Board Meetings.

* Should two members of the most recent bargaining team not be available, the College and Faculty Association shall each reserve the right to select 2 members of its choice.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Finance Committee
Policy Number: 10

Composition: Chair: Vice President & Treasurer
President
Secretary
Office Manager (non-voting)

Policy: The Finance Committee is responsible to the Executive Board for the review and recommendation of policies concerning the financial affairs of the Faculty Association and for monitoring and evaluating the effectiveness of implementation of these policies.

- Policy:**
- 10.1 The Finance Committee shall deal with such matters as may be referred to the Committee by the Executive Board.
 - 10.2 The Finance Committee shall annually, in the spring, review the current budget and prepare preliminary estimates of revenues and proposed allocations.
 - 10.3 The Finance Committee shall review quarterly financial reports prior to presentation to the Executive Board and make recommendations to the Board where necessary and appropriate.
 - 10.4 The Finance Committee shall approve Association purchases between \$1,000 and \$5,000 and shall prepare proposals for expenditures over \$5,000 for approval of the Executive Board.
 - 10.5 The Finance Committee shall regularly review the financial policies of the Association and propose amendments to the Executive Board.
 - 10.6 The Finance Committee shall present the Audited Financial Statement, as prepared by the Office Manager and audited by two (2) Members, to the membership at the Fall General Meeting.
 - 10.7 Members of the Finance Committee, along with the Association's Office Manager shall have signing authority with two signatures required for disbursements and financial correspondence.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Financial Review
Policy Number: 11

Policy: Periodically, the Executive Board will review its rate for dues, borrowing powers, and banking arrangements.

Procedure: 11.1 Recommendations to change current dues, investment policy and banking arrangements shall normally be presented to the Executive Board by way of a recommendation and/or proposal of the Finance Committee.
11.2 Current Association membership dues are assessed monthly through payroll deduction at one and one-quarter percent of gross salary and remitted by ACAD to the Association by the 15th day of the subsequent month.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: **Cash Investment**
Policy Number: **12**

Policy: The Faculty Association will invest available cash balances to a reserve fund, the recommended amount being minimum of two per cent (2%) of the annual budget.

The Association may seek the services of a professional investment manager (licensed by the Alberta Securities Commission) to be engaged at the approval of the Executive Board.

The Executive Board retains the right to change the external investment firm or to manage its own investment portfolio if deemed appropriate.

- Procedure:**
- 12.1 Association funds will be invested in pooled, mutual or segregated funds that have minimal risk and are government guaranteed.
 - 12.2 The Vice President & Treasurer and ACADFA Manager shall maintain a register of the investment balance and returns.
 - 12.3 The Executive Board shall approve allocations to and disbursements from the reserve fund.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Capital Inventory
Policy Number: 13

Policy: An inventory of capital assets shall be maintained by the Vice President & Treasurer and the Office Manager.

Procedure:

- 13.1 For accounting purposes, the capital cost of an asset includes component items which may be grouped when they form an operational unit (eg.: computer software and hardware).
- 13.2 Inventory of furniture and equipment contains all assets currently held by the Association. However, inventory shall be reduced to deduct items which cost less than \$500. These are written off in the year of acquisition (not capitalized) but are recorded for inventory control purposes.
- 13.3 The Vice President & Treasurer will present an annual inventory report to the Executive Board.
- 13.4 Items which are lost or taken out of service through theft, damage or obsolescence shall be reported to the Vice President & Treasurer.

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Policy Name: Travel and Expenses
Policy Number: 14

Policy: Employees who travel on behalf of the Faculty Association will be reimbursed for reasonable expenses. The authorization for travel must be approved before any expenses are incurred.

- Procedure:**
- 14.1 The Employee will submit receipts to the ACADFA Manager for reimbursement.
- 14.2 The following fixed rate expenses are minimum allowances with may be claimed in lieu of providing receipts:
- | | |
|-----------------------------|---|
| a) Personal Vehicle Use | \$0.34/km |
| b) Per Diem Meal Allowances | \$6.00 Breakfast
\$8.50 Lunch
\$16.00 Dinner
\$30.50 per day |
| Total (includes gratuity) | |
| c) Private Accommodation | \$15.75 per day |
| d) Personal Expenses | \$10.00 per day |
| e) Taxis/transportation | \$10.00 per day |
- * Travel in the US and foreign destinations will be reimbursed at the rates above, but in US dollars.
- 14.3 Employees may request expense advances prior to travel by submitting a request to the ACADFA Manager and/or Vice President and Treasurer. However, the employee will be responsible for the total amount of the advance until receipts are submitted and the difference either refunded to the employee or reimbursed to the Association.
- 14.4 Travel Expense forms for ACIFA must be completed by the employee and submitted to the ACADFA Manager. The employee may elect to be reimbursed directly by the Association or by ACIFA. The ACADFA Manager will ensure the Expense form is complete and submit it to ACIFA.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Office Access
Policy Number: 15

Policy: The Executive Board and those approved by the Board shall be provided with access to the Association's office and each Officer will be assigned a key.

Procedure:

- 15.1 The Association's Office manager will distribute and collect all office keys.
- 15.2 Keys must stay in the possession of the person signing for them.
- 15.3 Keys must not be duplicated.
- 15.4 Lost keys must be reported immediately.
- 15.5 Key will be returned to the Association's Office Manager upon completion of term of office, or when the key is no longer required.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: **Liquor**
Policy Number: **16**

Policy: The Executive Board may offer liquor at special functions of the Association and will comply with the Alberta College of Art and Design's Policy on liquor (Policy No. 200.12)

- Procedure:**
- 16.1 A list of persons authorized to sign out liquor from the College will be provided to the College's Liquor Coordinator annually, after the election of officers.
 - 16.2 Authorized persons shall normally include the members of the Association's Finance Committee and the Association's Manager.
 - 16.3 The key will be signed out from the Commissionaire.
 - 16.4 Liquor must be ordered at least seven (7) days in advance from the Liquor Coordinator. It will be delivered to the liquor fridge and held for ACADFA functions. The Association will be billed for the full amount so it is important that All ACADFA liquor be labeled and tracked by the ACADFA Manager.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Hiring Practices
Policy Number: 17

Purpose: The Executive Board of the Faculty Association endorses the principle of being an Equal Opportunity Employer, in accordance with the Individual's Rights Protection Act.

Policy: To fill approved staffing positions, the most qualified and suitable individual will be hired.

Procedure:

- 17.1 Upon approval of the Executive Board, the President shall commence recruitment activities which shall include but not be limited to placing appropriate advertisements for the available staffing position.
- 17.2 The hiring committee shall be comprised of the members of the Personnel Committee, namely the President, Vice President & Treasurer, and the Secretary.
- 17.3 The hiring committee shall screen applications and interview applicants.
- 17.4 Interviews will be formalized to the extent that each applicant is asked consistent and open-ended questions.
- 17.5 The hiring committee will verify applicant credentials and references.
- 17.6 Final selection shall be based on the consensus of the hiring committee or, where there is differing opinion, by the appropriate immediate supervisor.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Personnel Records
Policy Number: 18

Policy: Employees of the Faculty Association shall have a personnel file containing all information used for business and/or legal purposes. The files shall be maintained by the President and access to the file shall be restricted to the employee, the President and the Personnel Committee.

- Procedure:**
- 18.1 Upon the commencement of employment, the employee shall sign a contract with the Faculty Association that will outline, among other items, details of the employee's rights and responsibilities, and conditions of employment.
 - 18.2 No personal information concerning the employee shall be released to outside agencies without the employee's written consent, except to verify investigatory or legal matters.
 - 18.3 Personal information of an employee to outside investigatory/legal agencies shall be released upon written consent of the employee and/or upon presentation of a subpoena issued by a court of law.
 - 18.4 The employee is required to provide information with respect to change of address, name, and other such personal information as required.
 - 18.5 The employee may review the personnel file upon request. The employee will receive a copy of any written disciplinary notice placed on the personnel file.
 - 18.6 No documentation may be placed in the employee's file without the knowledge of the employee.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Professional Development
Policy Number: 19

Policy: The Executive Board endorses the principle of employee participation in professional and personal development activities which serve to benefit the employee and the Faculty Association.

Procedure:

- 19.1 Financial assistance for professional development activities shall be established on an annual basis within funding availability and budget as approved by the Executive Board.
- 19.2 Approvals to attend professional development activities shall be authorized by the Personnel Committee.
- 19.3 Copies of reports, programs, transcripts, commendations, etc., resulting from an employee's participation in professional development activities shall be retained in the employee's personnel file.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Resignations
Policy Number: 20

- Procedure:**
- 20.1 A member of the Executive Board or an Association representative to a College committee who chooses to resign from office prior to the completion of his or her term shall provide the Association President with, whenever possible, one month's written notice of resignation.
 - 20.2 Should the President of the Faculty Association choose to resign from office prior to the completion of his or her term, he or she shall provide written notice to the Association Vice President & Treasurer. Notice of the President's resignation shall coincide with the end of semester.
 - 20.3 When an officer or a member of a college committee resigns, the Executive Board shall determine whether to fill the vacated position by means of election or appointment.
 - 20.4 Should an employee of the Faculty Association choose to resign his or her position, he or she shall provide the Association President with one month's written notice.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Terms and Conditions of Employment
for Faculty Association Staff
Policy Number: 21

Policy: The Personnel Committee shall approve annually the terms and conditions of employment of Association staff.

The employee may be terminated by the Personnel Committee for cause, without notice or severance pay. No notice will be required for the non-renewal of a temporary or probational appointment.

Procedure: 21.1 For termination without cause, the employee will be given in writing one month's notice for each completed year of continuous service as an employee to a maximum of twelve (12) months.

21.2 The Association may elect to pay severance pay in lieu of notice, or the Association may elect to provide the employee with a combination of notice and severance pay.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Employee Review
Policy Number: 22

Composition: Vice President & Treasurer, Chair
President
Secretary

Policy: The Personnel Committee, which is established by Article 8.13 of the Association Bylaws, shall be concerned with all matters respecting the relationship between the Association and its employee(s).

- Procedure:**
- 22.1 The Committee shall manage the contract(s) of the Association's staff and forward recommendations regarding the creation or elimination of permanent positions to the Executive Board.
 - 22.2 The Committee shall advertise, review, interview and approve the appointments of Association staff.
 - 22.3 The Committee shall represent the Association in negotiations with the Association employee(s) respecting the terms and/or renewal of agreements.
 - 22.4 The Committee may request the employee to submit a report which outlines, without limitation, those activities and initiatives the employee has undertaken in the past year at the direction of the Executive Board or otherwise.
 - 22.5 Annual evaluations of Association staff shall normally occur in March and shall include the following:
 - a) achievement of job description as outlined in the employment contract;
 - b) relationships with the Association President, Executive Board Members, appropriate College employees;
 - c) effectiveness in dealing with problem solving, planning and organization of Association office matters;
 - d) achievements;
 - e) professional and personal goals;
 - f) employee's salary shall be raised annually on March 1st to reflect the Cost of Living Allowance for the Province of Alberta or the City of Calgary, whichever is greater. An additional increase may be awarded by the Financial Committee at this time;
 - g) an increment increase for ACADFA employees for each year of service will amount to the cost of living plus 5% incremental increase for years of service.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: Teaching Release
Policy Number: 23

Purpose: On occasion, if the work of the Association warrants, the Executive Board may authorize purchase of teaching release time for members of the Board or Association Committees.

Policy: The Association President shall be entitled to a minimum of two (2) courses per semester teaching release to be paid by the College pursuant to Article 7 of the Collective Agreement. Additional release time may be purchased as needed.

Procedure:

- 23.1 A teaching release of one course per semester may be purchased with the approval of the Board and College administration with the costs of the teaching replacement shared equally by the College and Association as outlined in Article 7 of the Collective Agreement.
- 23.2 Subsequent teaching releases may be purchased at the expense of the Association and subject to the approval of the Board and College administration.
- 23.3 In situations where the College requires the participation of an Association member and release time is required, the College shall pay replacement costs.
- 23.4 Teaching releases in addition to the President's shall be reviewed by the Board each semester.

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ALBERTA COLLEGE OF ART & DESIGN FACULTY ASSOCIATION

Policy Name: **Newsletter**
Policy Number: **24**

Policy: The Faculty Association will produce a newsletter to keep members apprised of Association and member activities.

- Procedure:** 24.1 The Newsletter Editor will determine a publishing schedule each spring in consultation with the Executive Board.
- 24.2 The Newsletter will contain, at a minimum, the following information:
- a list of current executive members
 - notice of upcoming meetings and events of the Association.
- 24.3 The Newsletter will be distributed to all Association members as well as:
- ACAD President
 - ACAD Board of Governors
 - other college faculty associations as determined by the Newsletter Editor in consultation with the Executive Board on an annual basis.

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