



Secondment of Faculty Members to External Organizations Procedure	
Parent Policy: Compensation and Benefits Policy	
Category: Administrative	Approval Date: February 7, 2023
Procedure Owner: Vice President Academic and Provost	Effective Date: February 7, 2023
Procedure Administrator: Vice President Academic and Provost	Review Period: 5 Years
Associated Documents:	

PURPOSE

This procedure establishes a process to ensure the Polytechnic is 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 Polytechnic-wide responsibilities normally expected of full-time faculty members.

PROCEDURE

1. A secondment proposal must be submitted to the Dean at least three months before the start of the teaching term impacted by the secondment.
2. The secondment should be of clear benefit to the individual being seconded or to the Polytechnic or both. Such benefit must outweigh the adverse impact on the Polytechnic.
3. 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.
4. The Dean will consult with the faculty member being seconded, the program, and People and Culture regarding the nature of the secondment, the potential for replacement, and the impact likely to be felt by the program/or the Polytechnic.
5. If the secondment is feasible, the Dean negotiates the terms of the secondment agreement with the external agency, including compensation, the services to be provided, duration of the agreement, and working conditions.
6. Compensation for the secondment will normally include full salary and benefit contributions including vacation leave, pro-rated relative to the workload of the faculty member.

7. Compensation 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. The funds may be accessed for non-instructional activities normally associated with faculty workload through discussion with the Associate Dean, the Dean, and the Vice President Academic and Provost. Non-instructional activities may include course or program development, recruitment activities, lab support, web update, or community liaison. 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 Vice President Academic and Provost.
8. If the compensation for the secondment is to be less than the amount specified in #6, the decision to proceed must be referred to the Vice President Academic and Provost to determine the Polytechnic's contribution. A clear rationale must be documented describing the contribution being made to the seconded individual. Such contributions may also be the result of partnership arrangements wherein the Polytechnic has agreed to be a contributor to a specific project or service. The Polytechnic's contribution must be clearly specified in the agreement.
9. The Dean signs the agreement on behalf of the Polytechnic. Once the agreement is signed by all parties, the Dean works with the program to replace the seconded faculty member and to apply for funds for non-instructional activities.
10. Finance is responsible for maintaining a copy of the agreement.