

APPOINTMENT, PROMOTION, SUSPENSION, AND TERMINATION

Approval Authority	President
Responsible Executive	Vice-President Administration
Related Policies / Legislation	Board policy direction Human Resources Development and Management (BPD-225) Board Policy on Delegation of Authority on Human Resource development and Management Matters (BRP-225.02) The Collective Agreement <i>University Act, s. 28, 59 (2)(a) & 60</i>

PURPOSE

This policy ensures that appropriate responsibility and guidelines are established for appointment, promotion, suspension, and termination at the University of the Fraser Valley (UFV or the University).

SCOPE

This policy applies to all employees of the University except the President and the University Secretary, for whom the Board retains its full authority and responsibility.

DEFINITIONS

Appointment is the process whereby an individual is selected to fill a vacant position at the University, which results in an accepted offer of employment.

Collective Agreement is the currently ratified agreement resulting from collective bargaining between The UFV Faculty and Staff Association and the University.

Promotion means either the process whereby an employee is the successful applicant in a higher paid position, or the process whereby a faculty member is advanced from one level of rank to another.

Selection Advisory Committee (SAC) is the group that makes recommendations on candidates for vacant positions to the dean or administrator that authorizes its work.

Suspension is a disciplinary penalty whereby an employee is temporarily restricted from working in their employment at the University, based on some form of misconduct.

Termination is the ending of an individual’s employment at UFV, either for cause or without cause.

Terms and Conditions for Exempt Staff are the approved guidelines related to employees of UFV who are exempt from membership in a bargaining unit by virtue of their job duties.

POLICY

UFV adheres to the following principles and guidelines related to Appointment, Promotion, Suspension, and Termination:

1. In addition to the expectations listed in this policy, UFV will follow all relevant legislative regulations, as well as any related requirements stipulated in the Collective Agreement or the Terms
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and Conditions for Exempt Staff.

2. The authority for the approval of all appointments of tenure track faculty is the Provost. Recommendations for all faculty promotions through the ranks are made by the Divisional or University Review Committees to the President.
3. The authority for the approval of appointment and promotion of all other UFV employees is the administrator to whom the chair of the related SAC reports. No person has authority to approve an appointment to a position for which they served as the chair of the related SAC.
4. The President will ensure:
 - 4.1. Adequate employees are hired as are considered necessary to carry out the business of the university.
 - 4.2. Applicable processes are in place to ensure job duties are defined, suitable remuneration is determined, and an appropriate organizational structure is maintained to carry out the purposes of the university.
5. Recommendations for suspensions or terminations are made to the President. When a decision to suspend or terminate employment is made, the President will report the action to the Chair of the Board of Governors as soon as possible, and no later than the next scheduled Board meeting.
6. The conditions of an employee's suspension must be defined at the time of the decision to suspend. Any employee who is suspended has a right to appeal to the Board of Governors, following any procedures the Board sets.

Human Resources will conduct a regular review of all institutional processes related to this policy on a regular basis, at least once every three years.
