

**FACULTY OF ENGINEERING
DEAN'S STAFF ADVISORY COMMITTEE**

Thursday, January 22, 2009

1pm – 3pm

E2 3324

Present: Andrea Piños, Dean of Engineering Office
Andy Barber, Mechanical and Mechatronics Engineering
Breean Doom, Systems Design Engineering
Rick Forgett, Engineering Machine Shop
Carol Kendrick, School of Architecture
Dave Walsh (Chair), Engineering Computing
Julie MacMillan, Management Sciences
Leo Rothenburg, Dean, Faculty of Engineering
Linda Kenyon, Dean of Engineering Office
Ralph Dickhout, Chemical Engineering
Shabnam Ivkovic, Engineering Undergraduate Office
Wendy Stoneman, Electrical and Computer Engineering

Regrets: Bonnie Neglia, Civil and Environmental Engineering
Tracie Wilkinson, Centre for Business, Entrepreneurship and Technology

MEETING NOTES

I. Presentation on career path jobs—*Alfrieda Swainston, Human Resources*

- Alfrieda Swainston provided an overview of career path jobs and answered committee members' questions. Following are some of the key points discussed:
 - Career path positions are designed to reflect increased knowledge, problem solving and accountability over an extended period of time. They are advertised at various classification levels to provide flexibility in recruiting individuals at differing levels of skill and knowledge.
 - Career path jobs work best in organizational units with more than one job of the same type, for example, Engineering Computing
 - A career path position has more than one grade level.
 - At the entry level, or "intern" level, a person would have little experience and require considerable supervision.
 - At the next level, a person would have a fuller understanding of the working environment, would be contributing more with less supervision, and would be able to take on more responsibility.
 - At the highest level, the expert level, the person would not only perform the job at a high level but provide advice and guidance to other staff members.

- Comparators can cross units, for example, it would be possible to career path lab instructor jobs in the Faculty of Engineering, but jobs without comparators cannot be converted into career path positions.
 - Faculty-wide career path positions would have to be initiated by the Dean's office.
 - When a person reaches the highest level of a career path position, the only way to advance within that position is to request a reclassification.
 - Split grade positions are different from career path positions in that they are graded at the higher level, but also offered at the lower level so that a person can "intern" until they learn the job fully enough to move to job grade.
 - In both career path and split grade positions, the supervisor decides when a person moves from one level to the next.
- Discussion moved to how jobs are graded. Alfreida provided the following overview:
 - A job is evaluated by looking at the knowledge required to do the job (whether practical or intellectual), the kind of thinking required to solve the problems which the job commonly faces, the responsibilities (accountabilities) assigned, and the work environment in which the work is performed.
 - A job would be considered for an upgrade if the complexity of the job increased or the volume increased to such an extent that the complexity of the job increased (for example, the busier you are, the more you have to prioritize, delegate, solve workload-related problems, etc.)
 - In response to a suggestion that seven days is not enough time for internal applicants to come forward, Alfreida encouraged staff members to bring this and any other concerns about staff recruitment to the attention of the Staff Association, which is working on a new recruitment model for staff.

II. Report from the Dean

- L. Rothenburg provided the following report on the Kempenfelt Bay retreat:
 - So far, funding for new activities provided through the government's Reaching Higher initiative has helped UW survive budget cuts. This program is ending, but there is talk of a new program replacing it. Details are sketchy at this time.
 - If inflationary pressures continue, the university could be looking at a 6.5% budget cut next year. Options for addressing inflationary pressures include increasing international enrolment and offering more professional master's programs.
- The Dean provided an update on the Dubai program: We have received 25 applications and 15 offers have been made at this time. Significant recruitment efforts are underway in India, Pakistan, and Iran. An increase in applications is expected once high school grades are available. It is important for us to go ahead with the program this fall to clearly signal our intent that UW is serious about establishing a campus in the Middle East. The Dean urged DSAC members to remember that the University of Waterloo opened its doors with just 74 students.

- No word has been heard yet on UW's application for infrastructure money, but a decision should be made by the end of May.

III. Staff training links

- Andrea Piños circulated a list of staff training links she compiled.

Action: Links will be posted on the DSAC website.

Action: Links will be forwarded to HR for possible posting on their website.

IV. Other business

- Linda Kenyon provided an update on the call for nominations for the Outstanding Staff Performance awards.

Action: DSAC members are encouraged to talk to their department heads about submitting nominations.

- A committee member brought forward the issue of decisions which have an impact on staff workload and procedures being made at the university level without the input of staff, for example, the recent change in procedures regarding grad student applications.

Action: Staff members are encouraged to contact the UW Staff Association and remind them of the importance of having staff representation on committees making decisions that affect their workload and processes.

Meeting adjourned at 3:05 pm. The next meeting is June 18, 2009.