



Secondment

Academic Operations Manual

Approving Authority: SJU Senate Council

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Office of Accountability: Vice President Academic and Dean

1 Policy Statement

St. Jerome's University allows secondment opportunities for academic staff as set out below while taking into consideration the operational needs of the University and other factors, including costs related to salaries, pensions, benefits, and insurance requirements, as well as immigration matters, and terms and conditions in the Collective Agreement (Full-time Unit) between the St. Jerome's University Board of Governors and the St. Jerome's University Academic Staff Association.

Types of work that might be considered for secondment include the following: academic leadership (e.g., chair, associate chair, associate dean, dean, director of an academic centre), participation on a project related to one's area of expertise, participation on a research project, and filling an acting or interim role for an institution (e.g., a university, government agency, a "think tank," a church organization, or a civil-society organization).

Secondment arrangements will designate the "Home" (i.e., the institution where the position is held permanently) and the "Host" institution (i.e., the institution where the secondment is to be held).

2 Scope

This policy applies to full-time, regular academic staff employed by St. Jerome's University and all academic staff from external institutions who have been seconded to the University.

3 Types of Secondment

3.1 External Secondment: a member of the SJU academic staff is seconded to an external institution, including the University of Waterloo

3.2 Incoming Secondment: an academic from an external institution is seconded to SJU

4 Duration

A secondment is a temporary move or loan of an employee to another institution. For external secondments, academic staff will have the opportunity to return to their position upon completion of the secondment unless otherwise agreed upon between the University and the academic staff member.

The duration of a secondment will vary depending on the circumstances. Moreover, it can be a part-time or a full-time secondment. Normally, a secondment will be based on a fixed time; however, in certain cases, a secondment will be based on the completion of a task.

5 Clarifying Home and Host Institutional Obligations

- 5.1 As general rule, compensation and terms and conditions of employment for seconded personnel will remain with the Home institution, especially when the secondment arrangement is between St. Jerome's University and the University of Waterloo. In all cases, the academic staff member must formally agree to the terms of the secondment arrangement between the Home and Host institutions.
- 5.2 As a general rule, salaries, pensions, and benefits will continue to be the obligation of the Home institution. The Host institution may assume either all or a fraction of the compensation burden.
- 5.3 As part of the secondment arrangement, the Host institution may offset lost capacity at the Home institution by providing funds for tasks involving teaching, research, and service. Moreover, in the case of arrangements involving the University of Waterloo, seconded members may be granted course releases for various activities, including work as a chair or associate chair of a department, a primary investigator on a research project administered by the University of Waterloo, or a director of a centre or institute at the University of Waterloo.
- 5.4 Prior to the finalization of a secondment arrangement, the details of Home and Host obligations must be agreed to, in writing, and filed with the Office of the Vice-President Academic and Dean (VPAD).

6 Procedure

- 6.1 All secondments of academic staff must be approved, in writing, by the VPAD.
- 6.2 The initiation of a secondment can come from a variety of actors, including an external institution requesting assistance in the form of limited-term position, an academic staff member expressing a desire to be seconded to an external institution offering a limited-term position, or an academic leader at St. Jerome's University (e.g., the President, Vice President Academic and Dean, or a chair) arranging a secondment opportunity with an external institution. In cases involving academic

staff, the VPAD is solely responsible for negotiating the terms of the secondment on behalf of St. Jerome's University. For administrative positions, the secondment will be negotiated by the appropriate University authority.

6.3 For external secondments, the VPAD must have clarification with regard to the following questions:

- What is the rationale for the secondment?
- What is the duration of the secondment, including the start and end dates?
- Is the secondment full-time or part-time? If part-time, what duties will remain at SJU?
- What is the recommendation of the chair with regard to the secondment?
- What considerations have there been for renewal, tenure, and promotion, especially for non-tenured academic staff?
- What is the arrangement and what is being proposed for the secondee's salary, pension, and benefits?
- What are the expected benefits and risks to the University as a result of this secondment? What benefits and risks are there to the secondee?

6.4 For incoming secondments, the VPAD must have clarification with regard to the following questions:

- What department will host the seconded person?
- Are there any terms and conditions of employment from the secondee's institution that are inconsistent with SJU's?
- Have immigration requirements been addressed by Human Resources?
- Have salary, benefit, and pension arrangements been made?
- Does the secondee have a conflict of interest?
- Does the secondee consent to sharing personal information?
- Has the SJU Academic Staff Association been notified of the secondment arrangement?

6.5 Both the Home and Host institutions shall formalize the terms of the secondment arrangement in a Memorandum of Understanding (MOU) or similar instrument. An original copy of the MOU will be filed in the Office of the VPAD; additional copies will be filed with Human Resources and the SJU Academic Staff Association.