

Complete Policy Title:
**Procedures for Termination of Special
or CAWAR Appointments when
External Salary Support is Discontinued**

Policy Number (if applicable):
SPS A10

Approved by:
**Senate
Board of Governors**

Date of Most Recent Approval:
**December 14, 2011
December 15, 2011**

Date of Original Approval(s):

Supersedes/Amends Policy dated:
April 8, 1998 (SPS 26)

Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

***DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

1. At the time that a special appointment is made or CAWAR is granted, the Presidential letter of appointment shall indicate clearly the relationship between these appointments and external funding.
2. The Employment Standards Act (ESA) contains minimum obligations related to notice and severance payments based on years of service. An individual Faculty has the right to adopt a Faculty-wide policy with respect to notice and/or severance which is more generous than the ESA requirements. Any such policy must include a description of the process by which such decisions will be made.
3. The policy of the University is NOT to require phase-out salary support when external support lapses for a faculty member with a special or CAWAR appointment. An individual Faculty has the right to adopt a Faculty-wide policy with respect to phase-out funding upon expiration of salary support. Any such policy must include a description of the process by which decisions to support individuals will be made.
4. Any recommendation for a Faculty-wide policy with respect to notice and/or severance or with respect to phase-out funding, must be approved by the relevant Faculty Council or Faculty, as appropriate, submitted to the Senate Committee on Appointments for approval and included as an Appendix to this SPS document¹. If a Faculty adopts a policy with respect to phase-out funding, it shall report to the Provost, annually, the number of faculty being supported on phase-out funds.

¹ See Appendix A -Faculty of Health Sciences Procedures

5. Each individual Faculty is responsible to provide all funds used in support of severance and phase-out for special and CAWAR faculty and will obtain such funds from either external sources or from their Faculty budget envelope.

APPENDIX A to SPS A10

FACULTY OF HEALTH SCIENCES **PROCEDURES FOR TERMINATION OF FACULTY WITH SPECIAL OR CAWAR** **APPOINTMENTS**

1. Consistent with University Senate procedures (SPSA10), when salary support of a faculty member with a special or CAWAR appointment who is paid through the University² is withdrawn or discontinued, before the academic appointment is terminated a notice period will be given.
2. When salary support is withdrawn or discontinued for a faculty member with a special or CAWAR appointment who is paid through the University, the Faculty of Health Sciences will, subject to clause 3 below, provide the faculty member with twelve (12) months' notice of termination of their faculty appointment. It is expected that the notice of termination is provided prior to the salary support ending and therefore the notice period is funded by the original source of salary support.
3. In those circumstances where an outside funding agency withdraws its funding for a special or CAWAR appointee on the university payroll with insufficient notice, the Faculty will ensure that a minimum of six (6) months of notice is provided through a combination of funding from the outside agency and/or their academic Department.
4. During the notice period, if the faculty member secures an alternative funding source, then the notice of termination will be rescinded. However, in the absence of other sustainable funding, the academic appointment will terminate at the end of the notice period.
5. When the faculty appointment is funded by a career award or an endowed chair with a known expiry date, then notice of termination will be provided prior to the end of the funding. The end date for the faculty appointment will coincide with the expiry of the career award or the funding associated with the appointment to the endowed chair.
6. The Employment Standards Act (ESA) contains minimum obligations related to notice and severance payments based on years of service. The ESA working notice obligations are exceeded by the notice period as described in paragraph 2 and 3 above. Severance

² In the Faculty of Health Sciences, there are a limited number of special and CAWAR faculty who are paid directly by an outside employer (i.e. whose salary does not flow through the University). In the absence of sufficient funding for the position, the outsider employer provides notice of termination of their employment and promptly notifies the University of the upcoming change in employment status. Since it is not the employer, the University does not assume any financial responsibility for notice and/or severance for these individuals.

payments for faculty members will be calculated in accordance with the Employment Standards Act. The severance payment will normally be funded by the external agency. However, in the absence of funding from the outside agency, it will be funded by their Department.

7. Consistent with University Senate procedures (SPSA10), the Faculty of Health Sciences does not provide phase-out salary support when support of a faculty member on a special or CAWAR appointment is terminated. Where desired by the faculty member, the ESA severance payment may be structured as salary continuance with continued academic duties. In effect, the ESA severance is used to extend the working notice period.
8. This policy replaces the previous procedures dated March 9, 1994. All new hires as of December 15, 2011 will fall under these procedures. Effective December 15, 2012, these procedures will apply to all special and CAWAR faculty hired before December 15, 2011.