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Date: August 25, 2011

To: Deans, Chairs and Directors
University Hall Staff

From: Carl G. Amrhein
Provost and Vice-President (Academic)

Re: Announcement – Organizational Changes in the Office of the Provost and Vice-President (Academic)

Following the resignation of Dru Marshall from the position of Deputy Provost, the President and I undertook a review of the responsibilities of senior staff within the Office of the Provost and Vice-President (Academic). As with all units with the University, the expectations on the Provost's portfolio have increased dramatically over the past several years and the President and I wished to ensure that the Office's organizational structure is reinforced as we move forward. With this in mind, I am pleased to announce the following new roles and appointments.

Vice-Provost and Associate Vice-President (Academic): Colleen Skidmore
Effective immediately until June 30, 2015

As Vice-Provost and Associate Vice-President (Academic), Colleen is the most senior staff member, after the Provost, in the Office of the Provost and therefore plays an integral role in the provision of academic leadership to campus. Specifically, Colleen will be responsible for the following committees and initiatives, among others:

- Alberta Advanced Education and Technology, Alberta Health and Wellness, and Alberta Health Services liaison related to enrolment and planning
- Lead, Comprehensive Institutional Plan and Academic Plan and for Academic and Administrative Unit Reviews
- Chair, Facilities Development Committee and Co-Chair, Learning Spaces Sub-Committee
- Chair, Provost's Advisory Committee of Deans
- Primary academic resource for President's Review Committee
- Member, Executive Planning Committee and Campus Planning Working Group
- Member, Budget Advisory Committee, Tuition Task Force and President's Advisory Committee for Senior Academic Appointments
- Member, Enterprise Risk Management Committee and International Coordinating Committee
- Member, Deputy Ministers/Stakeholders Committee on Academic Medicine and Provincial Academic ARP – Partner Working Group
- Attendance at Board of Governors meeting and committee meetings and Provost's delegate, as required, at GFC Executive and President's Advisory Committee of Chairs
- Deputy Crisis Leader for Crisis Management Team

Colleen will also retain responsibility for the items identified with an asterisk below until January, 2012.

Vice-Provost (Academic): Murray Gray
Effective January 1, 2012 to December 31, 2014 (on a half-time basis)

As Vice-Provost (Academic), Murray will be the Provost's Office liaison to the Office of the Vice-President (Research), and will be responsible for a variety of international councils and faculty rewards and recognition. Specifically, Murray will be responsible for the following committees and initiatives, among others:

- *Chair, Centres and Institutes Committee and Ceremonies, Awards and Recognition Committee
- *Chair, Standing Advisory Council on International Engagement (SACIE) and SACIE Executive
- *Co-Chair, Northern Council
- Chair, the Brazil/Mexico Regional Council
- *Provost's designate to Alberta Institute for American Studies
- Member, Alberta Diabetes Institute Advisory Board and Undergraduate Research Initiative Advisory Committee
- Member, Provost's Advisory Committee of Deans
- Lead for Worldwide Universities Network (WUN) and new Deans' orientation

Interim Vice-Provost (Academic): Bill Connor

Effective immediately until June 30, 2012 (full-time as Interim Vice-Provost to December 31, 2011 and half-time as Vice-Provost to June 30, 2012).

As Vice-Provost (Academic), Bill will, initially, be responsible on an interim basis for the duties associated with Murray Gray above and also for the following:

- Alberta Advanced Education and Technology and Alberta Health and Wellness liaison related to new programs
- Chair, Academic Standards Committee (ASC) and ASC Sub-Committee on Standards (SOS)
- Member, Alberta Council on Admissions and Transfer (ACAT)
- Lead, Teaching and Learning Enhancement Fund (TLEF)
- Lead, Teaching Recognition Awards
- Member, Academic Policy and Procedures Review Task Force
- Lead, bridging/foundation year program
- Chair, Committee on the Learning Environment (CLE)
- Co-Chair, Teaching, Learning and Technology Council

Vice-Provost (Faculty Relations): Jay Spark

Effective immediately

In his expanded role as Vice-Provost (Faculty Relations), Jay will provide timely advice and strategic counsel on a range of academic human resource issues. Jay and the other members of the Faculty Relations team will continue to work closely with Chris Cheeseman, Vice-Provost and Associate Vice-President (Human Resource Services) and other members of his HR team. Jay will play a lead role on behalf of the Provost in managing academic labour relations issues, resolving disputes and grievances, and conducting negotiations with the AASUA. Specifically, he will be responsible for the following:

- Developing and implementing strategies (together with Chris Cheeseman and the Director, Human Resource Consulting Services) that support and sustain collaborative relations with the AASUA.
- Representing the Provost as lead negotiator in compensation negotiations with the AASUA and the negotiation of changes to academic staff agreements through specific Agreement Review Committees (ARC's). This includes managing the formulation of bargaining strategy, developing bargaining proposals, leading discussions in bargaining sessions, working through issues and concluding agreements. In this regard Jay will work in close association with Chris Cheeseman.
- Representing the Provost in negotiating the Academically-Employed Graduate Students Agreement with the Graduate Students Association.
- Ensuring timely advice and assistance to University administrators on the interpretation, application and administration of the Faculty, CAST and FSO academic staff agreements.
- Ensuring the timely review, investigation and resolution of complaints against academic staff members in accordance with the academic staff agreements and University policy.
- Serving as the Provost's delegate in authorizing investigations, recommending alternative dispute resolution or dismissing complaints against academic staff members as per the dispute resolution processes under academic staff agreements (e.g. Article 16 of Faculty Agreement).

- Serving as the Provost's delegate in the review and early stages of resolution of appeals and grievances under the Faculty, CAST and FSO academic staff agreements.
- Together with Brad Hamdon, General Counsel, managing legal action against the University and/or members of the academic staff where such actions relate to academic staff.
- Together with Chris Cheeseman, maintaining regular contact with the leadership of AASUA to identify opportunities for collaboration and to address emerging issues.
- Researching and recommending new or revised University policies, procedures and best practices within areas of responsibility.
- Ensuring the timely provision of advice and support on a range of academic employment, compensation and faculty evaluation issues.

The Faculty Relations team will continue to include Donna Herman and David Johnson as special advisors. Jay is currently in the process of recruiting a full-time Senior Faculty Relations Officer. Beverley Wald is replacing Lacey Detka as Faculty Relations Assistant for the next year.

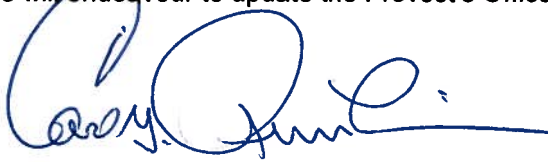
Director, Academic Budget and Planning: Edith Finczak

Effective immediately

In her expanded role, Edith will provide high-level financial advice and guidance to the Provost's Office and the Faculties, and serve as the key liaison with the Faculties and Units on operational issues of academic planning, enrolment and budgeting. Edith will play a key role in the decision making process by providing senior decision makers with strategic analysis and the required financial and budgetary information to assess the impact of their decisions. Specifically, she will be responsible for the following:

- In support of the Academic portfolio and University priorities, designing, developing and managing systems and processes for sound financial planning, budgeting, financial and enrolment analysis and evaluation accounting, financial and performance reporting.
- Working in partnership with Resource Planning, in setting the direction for the University's planning and budgeting processes.
- Playing a key leadership role in representing the interests of the academic portfolio in university-wide processes.
- Providing recommendations concerning the distribution of resources and providing leadership and co-ordination to ensure the optimal deployment and use of the Academic portfolio resources
- Working closely with the Vice-Provosts to manage the University's participation in any Enrolment Funded Programs.
- Playing an integral role in the University's strategic planning and integrated budgeting processes.

If you have any questions on these changes, please do not hesitate to contact any of the staff members or me. We will endeavour to update the Provost's Office website with this information as soon as possible.



Carl G. Amrhein

DH/clr
c AASUA