
Support To Professional Position Conversion Policy

Department Policy Number:

080 006

Effective Date:

May 1, 1989

Revised January 2001

Policy**1.0 Filled Positions**

- 1.1 Each support staff position within Athabasca University is established by Governing Council based upon a recommendation brought forward by the University President. Therefore, once a position is advertised and recruited to as a support staff position, the position will remain a support position as long as there is an incumbent. The onus is on the department head to ensure that the kind and level of work which is performed is consistent with the support level ranking of the position.

In no cases will an existing support staff position with an incumbent be converted to a professional position. It should be noted that this in no way prevents existing support staff from applying and becoming the successful applicants on posted professional level vacancies.

2.0 Vacant Positions

- 2.1 An opportunity for position review exists whenever an existing position becomes vacant. The University recognizes that there may be changes in operational requirements which will significantly alter the duties assigned to a position. This review may result in a request to change the designation of the position from support to professional or conversely from professional to support.

3.0 Conversion Process For Vacant Positions

- 3.1 Whenever a unit head recognizes that there is an operational requirement to significantly alter the duties and responsibilities of a VACANT position, a DRAFT job description should be prepared.



- 3.2 The Draft job description signed by the Executive Officer, accompanied by a detailed memo outlining the duties which have been significantly altered and where the duties came from, or went to, should be forwarded to the Human Resources Advisor.
- 3.3 The Human Resources Advisor will schedule a meeting of the Professional Classification Review committee. The committee, acting in an advisory capacity, will review the job description and will provide Executive Group with the committee's comments on whether the job description reflects support or professional level duties and responsibilities.
- 3.4 Executive Group, based on consultation with the department head and the recommendation of the classification committee, will determine whether the vacant position will be classified as support or professional.

Approved By

Executive Group, April 6, 2001

Amended Date/Motion Number

N/A

Related References, Policies and Procedures

[080 001 - Position Descriptions and Classification Review](#)

Applicable Legislation/Regulation

[AUPE/The Governors of Athabasca University Collective Agreement](#)
[AUFAs/The Governors of Athabasca University Collective Agreement](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources. For further information, please contact the Coordinator, Staff Relations and Development or the Director, Human Resources. Contact information is available on the Human Resources Web Site at <http://www.athabascau.ca/html/depts/staffrec/general.htm>.