



Weekly Bulletin for Department & Program Heads

Number 9 – Tuesday 15 January 2008

Alex Kelly

We regret having to report the death of Alex Kelly, professor emeritus of economics. He had been in the hospital after suffering a fall. A graduate of the University of Saskatchewan (BA Hons 1964, MA 1965) and the University of Western Ontario (PhD 1968), Alex was appointed to the faculty in July 1968. During his career at the University he served in a wide variety of administrative roles, including several terms as acting head of economics, acting associate dean of fine arts (1982), acting dean of arts (1984-85), assistant to the president (1986-88), and senior University analyst (1991-95). He retired from his position in 2004, and was granted the title of professor emeritus of economics. He remained a familiar face in the hallways of the Ad-Hum and Classroom Buildings, teaching economics courses on a sessional basis.

The Faculty greatly regrets the loss of this long-serving colleague, and extends its sympathies to Alex's family.

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Arts looms large

The current issue (14 January) of the *U of R Report* contains several articles and photographs featuring Arts colleagues *Lynn Loutzenbiser, Marilyn Lewry, Hansgeorg Schlichtmann, Bernie Thraves, and Rozzet Jurdi.*

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Faculty Council

Faculty Council meets tomorrow at 2:30 in the Language Institute Theatre (LI 215). Please note change of venue. The agenda is brief.

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Allowable expenses for job candidates

One of the recruiting committee chairs asked whether our candidates can in addition to their airfare charge any meals, taxis, etc. involved with the search process. If, for example, they have breakfast in the hotel, can they charge it to their room? What about meals other than the "official" one with the recruitment committee?

Here's the memo Rose-Marie sent to secretaries in departments that are currently recruiting. It contains material found in our recruitment handbook.

- The candidate will generally make his/her own arrangements and be reimbursed by the Faculty. The candidate must confirm the arrangements with the department. He/she would complete a reimbursement form and attach a copy of the detailed itinerary/ticket and boarding passes. The Faculty will also reimburse the individual for any taxis and meals.
- When reimbursement forms are used (receipts are required) by the candidate, a mailing address and applicant's birth date or SIN number must be included on the form. The claim form is then forwarded to the Dean's Office for approval.
- We have negotiated a special rate with the Hotel Saskatchewan Radisson Plaza which includes a continental breakfast. The department makes arrangements with the hotel with the procurement card. Depending on the candidate's flight schedule, the hotel accommodation may be for one or two nights. Longer stays require the Dean's approval.
- The department is responsible for organizing a luncheon and/or an evening meal that include the candidates along with some members of the department's selection committee. Alcohol expenses should be kept to a minimum – i.e. wine with a meal. Not all members of the committee have to participate in these meals. Generally there can be a rotation amongst the members.
- A maximum of \$750 is allowed per advertised position, regardless of the number of candidates brought in, for entertainment expenses, including lunch, dinner, catering for presentations, etc. If the department is taking the candidate(s) off campus for meals, a faculty member will have to pay for the meal personally (cash or credit card) and complete a reimbursement form, attaching receipts. Again the reimbursement form should be forwarded to the Dean's Office for approval.
- The Dean's Office foapal should be used for lunch or dinner at the University Club.
- Departments must keep a running tally of all entertainment expenses. The maximum of \$750 is to include all meals/entertainment other than the candidates' breakfasts and possibly other individual meals on the arrival or departure dates.
- All invoices, etc. associated with the recruitment process should be forwarded immediately to the Dean's Office, including preliminary copies of expenses charged to purchasing cards.



Important recruitment dates: reminder

Shortlists have now been drawn up in all but a few of our competitions. Candidate interviews and campus visits begin this Thursday and will continue for much of the month. Our target dates are:

- **Friday 8 February or earlier:** Committee chairs recommend preferred candidate to Dean and (with prior permission from candidates) conduct telephone reference checks
- **11-13 February:** Dean discusses candidates with Vice-President (Academic)
- **By 13 February:** Committee chairs prepare Recruitment Report and forward it to Dean's Office
- **13-15 February:** Dean contacts candidates and negotiates offers of employment
- **18-22 February:** Dean's Office prepares final paperwork for Human Resources and President's Advisory Group on Faculty Appointments.



Budget submission

As I mentioned in Friday's email to you, Rick and Lynn are reviewing the budget document, while Rose-Marie is busy preparing up-to-date financial information and Keith Fortowsky is preparing the credit hour counts and projections. I hope to have a penultimate draft to you in the next few days, and have called a meeting of the Budget Advisory Committee for Thursday. The final submission will go in on or before Wednesday 23 January; I'm scheduled to present to the Budget Committee on the 29th.

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