

**SFU** Simon Fraser University Archives and Records  
Management Department

## Finding Aid - Academic Relations Office fonds (F-203)

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## Academic Relations Office fonds

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## Summary information

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Repository:	Simon Fraser University Archives and Records Management Department
Title:	Academic Relations Office fonds
ID:	F-203
Date:	1977 - 1995 (date of creation)
Physical description:	1.63 m of textual records
Dates of creation, revision and deletion:	
Note [generalNote]:	Financial assistance for the arrangement and description of the records and production of the finding aid was generously provided by Simon Fraser University's Office of the Vice-President, Academic and Provost (October 2005).

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## Administrative history / Biographical sketch

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### Note

The Academic Relations Office is the planning, policy advising and administration office for faculty, professional librarians and archivists, and academic administrators at SFU. The Office was established in 1988 with the appointment of Sharon Cochran as Director. Its main functions are to coordinate human-resources services for faculty personnel; advise faculty and provide administrative support to the appointment, renewal, tenure, promotion, and salary review processes; and liaise with the SFU Faculty Association. Prior to 1988, a number of these responsibilities had been carried out within the Office of the Vice-President, Academic (VPA) by Alison Watt in her position as the Assistant to the Vice-President (1978-1990).

Throughout its history, Academic Relations has always belonged the VPA's reporting portfolio. From its establishment in 1988 until the departure of its first Director in 1996, Academic Relations reported directly to the VPA. Subsequently, the Associate VPA, Judith Osborne, assumed direct responsibility for the unit from 1996 to 2001. A new Director, Sue Roppel, was appointed in 2001 following a reorganization of senior administrative portfolios at the university. This saw the incumbent Associate VPA (Osborne) move to the new post of Associate Vice-President, Policy, Equity and Legal, and the mandate of the Associate VPA redefined, shifting from academic employment relations to academic planning and budgeting.

## Custodial history

A large number of the files contained in the fonds predate the formal establishment of the Academic Relations Office in 1988. In that year, the new unit assumed responsibility for a number of functions formerly handled by the Assistant to the Vice-President, Academic (Alison Watt). Accordingly a substantial number of pre-1988 files originally created by Watt were inherited by the Academic Relations Office and form part of the fonds.

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## Scope and content

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The fonds consists of records made or received or inherited by the Academic Relations Office in the course of its activities. Activities documented include negotiations and consultations with the SFU Faculty Association (SFUFA) relating to the collective framework agreement; development of faculty salary policy and allocation of faculty salary budgets; the activities of the Salary Equity Study Committee; administrative and record-keeping support for salary review, renewal, tenure, and promotion processes at the university. The fonds also includes a series of files inherited by the Office that were originally created by the Assistant to the VP Academic in her capacity as a university representative on the Executive Board of the SFU Childcare Society (ca. 1984-1987). Records consist predominantly of correspondence, meeting minutes and agenda, reports, and notes and working papers.

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## Notes

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### Title notes

- Source of title proper: The title of the fonds is based on the name of the creating body.

### Immediate source of acquisition

The records were transferred to the Archives in 1994 under Unscheduled Records Disposal (URD) 084-94. This transfer was part of a larger project the Archives undertook to appraise, schedule and dispose of records that had accumulated in the University Records Centre through the 1980s and early 1990s.

### Arrangement

The material was arranged into series by the archivist. Based on grouping established by the creator. Files within series are arranged chronologically.

### Restrictions on access

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an

archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

## Finding aids

A file list is available.

## Related material

Records from the period in which the Associate Vice-President, Academic (AVPA) was directly responsible for the Academic Relations Office (1996-2001) were incorporated by the creator into the AVPA's record-keeping system. See fonds F-201 (Office of the Associate Vice-President, Academic), series 3-2-1, Associate Vice-President, Academic.

## Accruals

All accessions have been processed as of February 2006. Further accruals are expected.

## Other notes

- Publication status: published
- Level of detail: Full
- Status description: Published

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## Access points

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- Cochran, Sharon (subject)
- Office of the Vice-President, Academic and Provost

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## Series descriptions

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### Series F-203-1: General correspondence files

Date: 1978 - 1990 (date of creation)

Scope and content:

Series consists of correspondence relating to academic personnel relations and support services. Activities and topics documented include recruitment and retirement, negotiations with the Teaching Support Staff Union (TSSU) in 1979, the provincial Compensation Stabilization Program, (1982-1984), development of the personnel payroll IT systems and the activities of the Administrative Information Systems Steering Committee (1987-1988), the employment systems review in the Office of the Vice-President, Academic (1989), and the distribution agreement with the Open Learning

Agency (1989-1990). Records include correspondence, policies and procedures, reports and statistics, meeting minutes, agreements, legal advice, and notes and working papers.

Physical description: 39 cm of textual records

Access points:

- Administrative Information Systems Steering Committee
- Open Learning Agency
- Teaching Support Staff Union

Arrangement:

The arrangement was provided by the archivist.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

Further accruals to the series are expected.

#### File / item list

Ref code	Title	Dates	Access status	Container
F-203-1-0-0-1	File - Assistant to the Vice-President, Academic, vol. 1	1978 - 1979	Pending review	203-1
F-203-1-0-0-2	File - Assistant to the Vice-President, Academic, vol. 2	1978 - 1979	Pending review	203-1
F-203-1-0-0-3	File - Teaching workload of TA's	1978 - 1980	Pending review	203-1
F-203-1-0-0-4	File - SFU-TSSU negotiations	1979	Pending review	203-1
F-203-1-0-0-5	File - Compensation Stablization Program, vol. 1	1982 - 1984	Pending review	203-1
F-203-1-0-0-6	File - Compensation Stablization Program, vol. 2	1982 - 1984	Pending review	203-1
F-203-1-0-0-7	File - Compensation Stablization Program, vol. 3	1982 - 1984	Pending review	203-1
F-203-1-0-0-8	File - Retirement, vol. 1	1984 - 1989	Pending review	203-1
F-203-1-0-0-9	File - Retirement, vol. 2	1984 - 1989	Pending review	203-2
F-203-1-0-0-10	File - Retirement, vol. 3	1984 - 1989	Pending review	203-2
F-203-1-0-0-11	File - Employment files policy	1985 - 1988	Pending review	203-2
F-203-1-0-0-12	File - General	1986 - 1989	Pending review	203-2
F-203-1-0-0-13	File - Personnel / payroll system, vol. 1	1987 - 1988	Pending review	203-2

F-203-1-0-0-14	File - Personnel / payroll system, vol. 2	1987 - 1988	Pending review	203-2
F-203-1-0-0-15	File - Personnel / payroll system, vol. 3	1987 - 1988	Pending review	203-2
F-203-1-0-0-16	File - Personnel / payroll system, vol. 4	1987 - 1988	Pending review	203-3
F-203-1-0-0-17	File - Personnel / payroll system, vol. 5	1987 - 1988	Pending review	203-3
F-203-1-0-0-18	File - Personnel / payroll system, vol. 6	1987 - 1988	Pending review	203-3
F-203-1-0-0-19	File - VP Academic	1988 - 1989	Pending review	203-3
F-203-1-0-0-20	File - Employment systems review: VP Academic's office, vol. 1	1989	Pending review	203-3
F-203-1-0-0-21	File - Employment systems review: VP Academic's office, vol. 2	1989	Pending review	203-3
F-203-1-0-0-22	File - Recruitment pactices, vol. 1	1989	Pending review	203-4
F-203-1-0-0-23	File - Recruitment pactices, vol. 2	1989	Pending review	203-4
F-203-1-0-0-24	File - SFUFA retired members	1989	Pending review	203-4
F-203-1-0-0-25	File - [Distribution agreements]	1989 - 1990	Pending review	203-4

### Series F-203-2: SFU Faculty Association (SFUFA) consultation files

Date: 1977 - 1988 (date of creation)

Scope and content:

Series consists of records relating to the regular consultations between the university administration and the Simon Fraser University Faculty Associations (SFUFA) relating to the university policies and other matters affecting the terms and conditions of academic employment at SFU. Records include meeting agendas, minutes, correspondence, policies, notes, and working papers.

Physical description: 14 cm of textual records

Access points:

- Simon Fraser University Faculty Association

Arrangement:

The arrangement was provided by the archivist.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals to the series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-203-2-0-0-1	File - SFUFA consultations, vol. 1	1977 - 1982	Pending review	203-4
F-203-2-0-0-2	File - SFUFA consultations, vol. 2	1977 - 1982	Pending review	203-4
F-203-2-0-0-3	File - SFUFA consultations, vol. 3	1977 - 1982	Pending review	203-4
F-203-2-0-0-4	File - SFUFA consultations, vol. 4	1977 - 1982	Pending review	203-4
F-203-2-0-0-5	File - SFUFA consultations, vol. 1	1982 - 1985	Pending review	203-4
F-203-2-0-0-6	File - SFUFA consultations, vol. 2	1982 - 1985	Pending review	203-5
F-203-2-0-0-7	File - SFUFA consultations	1985 - 1988	Pending review	203-5
F-203-2-0-0-8	File - SFUFA consultations, vol. 1	1987 - 1988	Pending review	203-5
F-203-2-0-0-9	File - SFUFA consultations, vol. 2	1987 - 1988	Pending review	203-5

### Series F-203-3: SFU Faculty Association (SFUFA) negotiation files

Date: 1978 - 1990 (date of creation)

Scope and content:

Series consists of records relating to negotiations between the university and the Simon Fraser University Faculty Association (SFUFA) on matters relating to the collective framework agreement establishing the terms and conditions of academic employment at SFU. Records include correspondence, notes, policies, arbitration briefs, reports and statistics, negotiating proposals, agreements, meeting minutes, notes, and working papers.

Physical description: 35 cm of textual records

Access points:

- Simon Fraser University Faculty Association

Arrangement:

The arrangement was provided by the archivist.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals to the series are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-203-3-0-0-1	File - Collective bargaining	1978 - 1979	Pending review	203-5
F-203-3-0-0-2	File - SFUFA negotiations, vol. 1	1980 - 1981	Pending review	203-5
F-203-3-0-0-3	File - SFUFA negotiations, vol. 2	1980 - 1981	Pending review	203-5
F-203-3-0-0-4	File - Faculty salary arbitration	1981	Pending review	203-6
F-203-3-0-0-5	File - SFUFA negotiations, vol. 1	1981	Pending review	203-6
F-203-3-0-0-6	File - SFUFA negotiations, vol. 2	1981	Pending review	203-6
F-203-3-0-0-7	File - SFUFA negotiations, vol. 3	1981	Pending review	203-6
F-203-3-0-0-8	File - SFUFA arbitration	1982 - 1983	Pending review	203-6
F-203-3-0-0-9	File - SFUFA negotiations	1984 - 1985	Pending review	203-6
F-203-3-0-0-10	File - SFUFA negotiations	1985 - 1986	Pending review	203-6
F-203-3-0-0-11	File - SFUFA negotiations	1986	Pending review	203-6
F-203-3-0-0-12	File - SFUFA negotiations, vol. 1	1987 - 1988	Pending review	203-7
F-203-3-0-0-13	File - SFUFA negotiations, vol. 2	1987 - 1988	Pending review	203-7
F-203-3-0-0-14	File - Salary scales	1987 - 1988	Pending review	203-7
F-203-3-0-0-15	File - SFUFA negotiations, vol. 1	1988	Pending review	203-7
F-203-3-0-0-16	File - SFUFA negotiations, vol. 2	1988	Pending review	203-7
F-203-3-0-0-17	File - SFUFA framework negotiations	1988	Pending review	203-7
F-203-3-0-0-18	File - SFUFA negotiations	1988 - 1989	Pending review	203-7
F-203-3-0-0-19	File - SFUFA negotiations	1989	Pending review	203-8
F-203-3-0-0-20	File - SFUFA negotiations, vol. 1	1990	Pending review	203-8
F-203-3-0-0-21	File - SFUFA negotiations, vol. 2	1990	Pending review	203-8

#### Series F-203-4: Faculties - correspondence

Date: 1988 - 1995 (date of creation)

Scope and content:

Series consists of the Assistant's / Director's correspondence with, related to, or copied from university faculties on matters relating to academic appointments, renewal, tenure, promotion, and sabbatical. Records consists of correspondence. For the list of faculties included in the correspondence, see "Access points" below.

Physical description: 6 cm of textual records

Access points:

- Faculty of Arts and Social Sciences
- Office of the Dean of Graduate Studies
- Faculty of Applied Sciences
- Faculty of Science

Arrangement:

The arrangement was provided by the archivist.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an

archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

Further accruals to the series are expected.

File / item list

Ref code	Title	Dates	Access status	Container
F-203-4-0-0-1	File - Faculty of Arts - Interdisciplinary Studies	1988	Pending review	203-8
F-203-4-0-0-2	File - Faculty of Science	1988 - 1990	Pending review	203-8
F-203-4-0-0-3	File - Graduate Studies	1990 - 1993	Pending review	203-8
F-203-4-0-0-4	File - Faculty of Applied Sciences	1993 - 1995	Pending review	203-8

Series F-203-5: Faculty salary budget allocation files

Date: 1982 - 1991 (date of creation)

Scope and content:

Series consists of records relating to the allocation of salary budgets to university faculties. Records include correspondence, budget requests, authorizations, budgets, notes and calculations.

Physical description: 7 cm of textual records

Arrangement:

The arrangement was provided by the archivist.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals to the series are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-203-5-0-0-1	File - Faculty salary budget	1982 - 1983	Pending review	203-8
F-203-5-0-0-2	File - Faculty salary budget	1983 - 1984	Pending review	203-8
F-203-5-0-0-3	File - CFL budget	1987 - 1988	Pending review	203-9
F-203-5-0-0-4	File - CFL budget	1988 - 1989	Pending review	203-9
F-203-5-0-0-5	File - Faculty salary budget procedures	1991	Pending review	203-9

### Series F-203-6: Salary Equity Study Committee files

Creator: Salary Equity Study Committee

Date: 1988 - 1991 (date of creation)

Scope and content:

This series consists of the working files of the Director of Academic Relations who chaired the Salary Equity Study Committee. Records include meeting agendas, minutes, reports (including the Committee's final report), correspondence, statistics, notes, and working papers.

Physical description: 11 cm of textual records

Arrangement:

The arrangement was provided by the archivist.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals to the series are expected.

File / item list				
Ref code	Title	Dates	Access status	Container
F-203-6-0-0-1	File - Salary Equity Study Committee	1988 - 1990	Open	203-9
F-203-6-0-0-2	File - Salary Equity Study Committee	1989	Open	203-9
F-203-6-0-0-3	File - [Notes, working papers, drafts]	1989 - 1990	Pending review	203-9
F-203-6-0-0-4	File - [Notes, working papers, drafts]	1989 - 1990	Pending review	203-9

F-203-6-0-0-5	File - Salary Equity Study Committee, vol. 1	1989 - 1991	Open	203-9
F-203-6-0-0-6	File - Salary Equity Study Committee, vol. 2	1989 - 1991	Open	203-10
F-203-6-0-0-7	File - Salary Equity Study Committee, vol. 3	1989 - 1991	Restricted in part	203-10

### Series F-203-7: Salary, renewal, tenure and promotion files

Date: 1978 - 1990 (date of creation)

Scope and content:

Series consists of records relating to the operation of the university's salary, renewal, tenure and promotion review processes. Activities and topics documented include development of faculty salary scales and polices, and the activities of the Faculty Salary Policy Committee (1987); the university's professional librarians' policies; renewal, tenure and promotion recommendations and the activities of the University Tenure Committee (UTC); salary reviews and appeals, and the activities of the University Salary Review Committee (1978-1983). Records include correspondence; recommendations; statistical data, including comparisons to other universities; policies, procedures and drafts; notes and working papers.

Physical description: 35 cm of textual records

Access points:

- University Tenure Committee
- Faculty Salary Policy Committee
- University Salary Review Committee

Arrangement:

The arrangement was provided by the archivist.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals to the series are expected.

#### File / item list

Ref code	Title	Dates	Access status	Container
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F-203-7-0-0-1	File - University Salary Review Committee, vol. 1	1978 - 1983	Pending review	203-10
F-203-7-0-0-2	File - University Salary Review Committee, vol. 2	1978 - 1983	Pending review	203-10
F-203-7-0-0-3	File - Faculty salaries	1979	Pending review	203-10
F-203-7-0-0-4	File - Librarians - appointment and ranking, vol. 1	1980 - 1981	Pending review	203-10
F-203-7-0-0-5	File - Librarians - appointment and ranking, vol. 2	1980 - 1981	Pending review	203-10
F-203-7-0-0-6	File - [Salary / renewal, tenure and promotion binder], vol. 1	1980 - 1984	Pending review	203-11
F-203-7-0-0-7	File - [Salary / renewal, tenure and promotion binder], vol. 2	1980 - 1984	Pending review	203-11
F-203-7-0-0-8	File - Salary review	1981	Pending review	203-11
F-203-7-0-0-9	File - University Tenure Committee	1981 - 1983	Pending review	203-11
F-203-7-0-0-10	File - University Salary Review Committee	1982	Pending review	203-11
F-203-7-0-0-11	File - Faculty salaries, vol. 1	1982 - 1983	Pending review	203-11
F-203-7-0-0-12	File - Faculty salaries, vol. 2	1982 - 1983	Pending review	203-11
F-203-7-0-0-13	File - Faculty salaries, vol. 3	1982 - 1983	Pending review	203-12
F-203-7-0-0-14	File - Faculty salaries	1983 - 1984	Pending review	203-12
F-203-7-0-0-15	File - Salary review and salary appeals	1985	Pending review	203-12
F-203-7-0-0-16	File - Salary review	1986	Pending review	203-12
F-203-7-0-0-17	File - Faculty Salary Policy Committee	1987	Pending review	203-12
F-203-7-0-0-18	File - Management of salary review process	1988	Pending review	203-12
F-203-7-0-0-19	File - Renewal / tenure	1988	Pending review	203-12
F-203-7-0-0-20	File - Salary information	1988	Pending review	203-12
F-203-7-0-0-21	File - Renewal, tenure and promotion process	1988 - 1989	Pending review	203-12
F-203-7-0-0-22	File - Sessional lecturers	1988 - 1989	Pending review	203-12
F-203-7-0-0-23	File - Salary anomaly review	1988 - 1990	Pending review	203-12
F-203-7-0-0-24	File - Lab instructors salary review	1989	Pending review	203-13

### Series F-203-8: SFU Childcare Society files

Creator: Simon Fraser University Childcare Society

Date: 1982 - 1987 (date of creation)

Scope and content:

This series consists of files were created by the Assistant to the Vice-President, Academic (Alison Watt) in her capacity as a university representative on the Society's Executive Board between 1984-1987. Activities and topics documented include meetings of the Board, operations of the Society, and employees relations. Records include the report of the Task Force on Financial Support to the Day Care Centre (1982), correspondence, reports, meeting agendas and minutes, budget papers, job descriptions, Board membership lists, and SFU Childcare Society handbooks, brochures, newsletters, and other printed matter.

Physical description: 15 cm of textual records

Access points:

- Task Force on Financial Support of the Day Care Centre

Arrangement:

The arrangement was provided by the archivist.

Restrictions on access:

Some files may contain personal or confidential information. Access to these files may be restricted as required by law. Files marked 'pending review' must be reviewed by an archivist prior to release, and as a result of the review access restrictions may apply. Please see the file lists and consult the archivist for more details.

Finding aids:

A file list is available.

Accruals:

No further accruals to the series are expected.

## File / item list

Ref code	Title	Dates	Access status	Container
F-203-8-0-0-1	File - Report by the Task Force on Financial Support to the Day Care Centre	1982	Pending review	203-13
F-203-8-0-0-2	File - SFU Childcare Society, vol. 1	1984 - 1985	Pending review	203-13
F-203-8-0-0-3	File - SFU Childcare Society, vol. 2	1984 - 1985	Pending review	203-13
F-203-8-0-0-4	File - SFU Childcare Society, vol. 3	1984 - 1985	Pending review	203-13
F-203-8-0-0-5	File - Salary survey	1985	Pending review	203-13
F-203-8-0-0-6	File - SFU Childcare Society, vol. 1	1985 - 1987	Pending review	203-13
F-203-8-0-0-7	File - SFU Childcare Society, vol. 2	1985 - 1987	Pending review	203-13
F-203-8-0-0-8	File - Budget projections	1986	Pending review	203-3
F-203-8-0-0-9	File - SFU Childcare Society, vol. 1	1986	Pending review	203-3
F-203-8-0-0-10	File - SFU Childcare Society, vol. 2	1986	Pending review	203-3