



10 May 2019

Dr. Dale Keefe

Dear Dr. Keefe,

We are pleased to extend an offer of employment as Provost and Vice-President Academic reporting directly to the President and Vice-Chancellor at Acadia University. The following outlines the terms and conditions of employment:

**Term of Appointment**

- The appointment under this Agreement shall be for a six (6) year term commencing on July 1, 2019 and ending on June 30, 2025. You will be eligible for re-appointment of this role for another term of up to six years. The process for re-appointment will be conducted in accordance with the Board of Governors Guidelines for the Appointment and Review of Senior Academic Officers.

**Compensation**

- Annual base salary of \$200,000, paid bi-weekly, less statutory deductions and employee benefit contributions where applicable. Any annual adjustments to salary will be approved in accordance with the process for annual salary adjustments for senior administrators by the Board of Governors.
- There is no compensation for overtime hours worked, other than as provided in the Nova Scotia Labour Standard Code.

**Academic Appointment**

- Effective the start date of this contract, you shall be appointed as Full Professor with tenure in the Department of Chemistry.
- Unless terminated for cause, at the completion of this appointment, you shall become a full-time faculty member and shall be placed at the maximum step for a Full Professor. All terms and conditions of employment will be in accordance of the AUPA Collective Agreement which is in force at that time.

**Group Insurance and Pension**

- Group insurance coverage for medical, dental, long term disability, accidental death and dismemberment, and life (participation in these plans is a condition of employment).
- Health spending account in the amount of \$450, prorated from July 1 for initial year of employment.
- Optional life and critical illness insurance coverage.
- Participation in the Nova Scotia Public Service Superannuation Plan.

Your rights under these benefit plans shall be determined entirely by the terms and conditions of these plans. More detailed information on these plans can be found on the Human Resources website: <http://hr.acadiau.ca/benefits.html>

#### Tuition Discount

- Tuition discount for your spouse/dependents at the rate of 50%, subject to admission requirements, for all academic courses.

#### Leave Entitlements

- Sick leave at full salary for any period of up to 6 months, as approved by the University, may be used for personal illness, family illness (to a maximum of 5 days per year), or medical appointments; unused leave is not compensated.
- Annual vacation at the rate of 20 working days per year, credited at the rate of 1.667 days per month. Any vacation time earned by March 31 of a given year and not used by the following March 31 shall be forfeited unless a request to carry forward a specific amount of time as been approved by the President and Vice-Chancellor, specifying when the time is to be used.
- Paid holidays, as generally observed by the University.
- Bereavement leave of up to 5 days for any member of your immediate family and up to 3 days for any other family member.
- Emergency leave, as approved by your supervisor, up to a maximum of 5 days per incident, for a serious and unexpected situation, e.g., a house fire or a sudden medical condition.
- Unpaid compassionate leave, in accordance with *Nova Scotia Labour Standards*.

#### Recreation Facility Pass

- Complementary facility passes for yourself and immediate family.

#### Administrative Leave

- You will be entitled to apply, within the sixth year of this agreement, for an administrative leave at 100% of your Provost and Vice-President Academic salary of up to 12 months duration upon successfully and satisfactorily completing six years of continuous employment. You will take the leave at a time mutually agreeable to yourself and Acadia.

#### Research Allowance

- During the term of this Agreement you shall be provided with professional development and research funding in the total amount of \$10,000 annually to be used at the Provost and Vice-President Academic's discretion, but subject to normal expense reporting. A maximum of \$5,000 can be carried over between fiscal years. This funding will be forfeited upon termination of expiry of this Agreement and the Agreement's Administrative Leave period.

#### Relocation Allowance

- You will receive a one-time payment of \$10,000 net for relocation expenses.
- Should you leave the employ of Acadia of your own accord prior to completing two years of



- continuous employment, you will be required to refund the relocation allowance at the rate of 1/24 of the total paid for each remaining month in the two year period.

#### Legal Fees

- You will receive a maximum of \$1,500 as a one-time reimbursement of legal fees related to your departure from Cape Breton University and review of the Acadia contract.

#### Annual Performance Evaluations

- A review of your performance will be conducted annually by the President and Vice-Chancellor, the first such review being prior to the anniversary of the start of this contract.

#### Provisions for Termination of Employment

- The University may terminate your employment for just cause at any time during the term of this contract, without notice or pay *in lieu* of notice, and without any further liability to you whatsoever.
- The University may terminate your appointment as Provost and Vice-President Academic without just cause at any time during the term of this contract by providing you with written notice or with a lump sum payment equivalent to six months' base salary plus one additional month's salary per year of service to a maximum of 12 months' base salary *in lieu* of notice, which is inclusive of statutory notice under the Nova Scotia Labour Standards Code. If any statutory requirements for notice under the Nova Scotia Labour Standards Code provides for greater notice to you, the statutory notice shall prevail. You agree that no further amounts shall be provided by the University nor claimed by you for any severance, pay *in lieu* of notice, or reasonable notice under the common or civil law.
- Should you choose to resign from employment with Acadia, you are requested to provide thirty days' written notice in advance of the intended termination date.
- If you resign your position as Provost and Vice-President Academic during any term or renewal term of this agreement, you shall upon the conclusion of any administrative leave, become a full-time Professor of Chemistry at the maximum salary step in the collective agreement.

Your continued employment is contingent upon the University receiving satisfactory results of a Criminal Record Check and Vulnerable Sector Verification. Please fill out the Consent for the Release of Police Information form and the Vulnerable Sector Verification form provided, and deliver it to your local RCMP Detachment.

To confirm your acceptance of this offer, you are required to:

- sign and date one copy of this letter and the position profile;
  - sign and date the Employee Confidentiality Agreement;
  - complete the New Hire Information Form;
  - complete the Federal and Provincial Personal Tax Credit Return forms;
  - complete the Group Benefits Information and Health Coverage enrolment forms;
- and return the items listed above, as provided, to the Department of Human Resources by 17 May 2019, after which time this offer is no longer valid.



Your first day of work will begin at 9:00 am on July 2 where you will attend an orientation session in the Department of Human Resources, Bancroft House. At that time you will be provided with more detailed information on our Group Insurance and Pension Plans. Following this meeting, you will be escorted to various offices on campus to obtain your photo ID, keys, parking pass, and computer network access. Should you have any questions, please contact Human Resources at 902-585-1253.

Yours sincerely,




Dr. Peter Ricketts  
President and Vice-Chancellor

Enclosures

cc: Financial Services  
Human Resources

I, Dale Keefe, hereby confirm that I have read, fully understand, and accept the above terms, and that I have freely and voluntarily signed this contract. I also agree to abide by the University's Policies and Procedures, as listed on the Human Resources website.

The position of Provost and Vice-President Academic is one of trust, and in the course of carrying out and fulfilling your duties you will have access to and will be entrusted with confidential information concerning the University and individuals within the University. You strictly covenant and agree that all confidential information of the University and associated individuals disclosed to you in connection with this appointment shall be kept in the strictest confidence and that you shall not, during your employment with the University or at any time thereafter, communicate or disclose such confidential information or make use of such information for your personal use or benefit or for the use or benefit of any other person or organization.

  
Signature

May 11/2019  
Date

For completion by Human Resources	
Colleague ID	
Eden ID	
Position Code	
GL Account	

