

PROCEDURE: 300.16.01

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| TOPIC: Adjunct Professorship | |
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INTENT:

ACAD is committed to enhancing the student learning experience as outlined in the Academic Strategic Plan. To build capacity in graduate programming and research, a mechanism for harnessing the expertise of academics from other institutions and/or from among ACAD's emeriti professors is needed. The appointment of nominated and vetted individuals as Adjunct Professors provides that mechanism.

Additionally, through the recognition of "adjunct professorships," ACAD expands the institutional research capacity by enabling non-permanent faculty, as well as external academic and/or industry colleagues to apply for research grants under the aegis of ACAD.

PROCEDURE:**Adjunct Professors at ACAD**

Academic programs may recommend, through their School Chair, as Adjunct Professors individuals who are **not** permanent, probationary or limited term faculty members of ACAD whose knowledge, expertise, and skills will contribute to the Program's research and teaching functions and/or fill a role with respect to graduate students.

Such individuals must meet the equivalent standards to those that exist for permanent Academic positions in the Program and School making the recommendation **and** must be actively engaged in research. ACAD values mutually beneficial associations with the Adjunct Faculty and particularly the services provided by Adjunct Professors as co-supervisors or supervisory committee members of graduate students and supervisors of undergraduate research students.

1. Appointment of Adjunct Professors

- (a) Adjunct Professors are nominated through the Chair of the School with which the individual is to be associated.
- (b) Each nomination must be accompanied by a full *curriculum vitae*, and, where the nominee is an employee of an association, organization, post-secondary institution or business entity, by a statement from the nominee's employer indicating agreement with the appointment.
- (c) The School Chair should include a statement indicating the salient features of the contributions the individual will make to the research program of the Program at the graduate and senior undergraduate levels and the mutual benefits the appointment will bring.
- (d) If the nominee is also to be considered a candidate for membership in Graduate Faculty, "Nomination for Membership as Graduate Faculty," must be completed and submitted to the Research and Graduate Studies Office for review and approval by GSSC.
- (e) Adjunct Professors must meet the same academic and professional standards as those that exist for permanent Academic positions in the Program making the recommendation. Recommendations for Adjunct Professors made by the Program must have the endorsement of the Chair of the School with which the individual is to be associated, indicating the nominee meets these standards.
- (f) Each nomination is subject to the approval of the Vice-President, Research and Academic Affairs.
- (g) The Vice-President, Research and Academic Affairs will report regularly to the Academic Council and the Board of Governors on all Adjunct Professor appointments.
- (h) If the nomination is successful, the Vice-President, Research and Academic Affairs shall invite the person to be an Adjunct Professor.

- (i) An appointment – normally for a multi-year term not exceeding five years -- will be at the pleasure of the Vice-President, Research and Academic Affairs, who shall consult annually with the School Chair on the contributions of the individual to the Program.
- (j) Adjunct Professors **serve without remuneration** from ACAD and shall not be considered as part of a Faculty's teaching complement nor will they be members of ACADFA.
- (k) An Adjunct Professor may be employed as a sessional instructor. Such an employment agreement is separate from conferral of Adjunct status and shall be in accordance with sessional hiring procedures.
- (l) If an Adjunct Professor is subsequently employed as a Limited Term Appointment (LTA), her/his appointment as Adjunct Professor will be suspended.

2. Rights and Responsibilities of Adjunct Professors

- (a) Adjunct Professors may be recommended by undergraduate and/or graduate programs to serve as non-remunerated co-supervisors or advisors on research projects of undergraduate or graduate students, subject to all regulations of the student's School and/or the Research and Graduate Studies Office. Adjunct Professors who are nominated by a Graduate Program to serve on supervisory committees for graduate students **must** be members of the Graduate Faculty.
- (b) Adjunct Professors may be invited to attend those meetings of the Program(s) concerned with research and undergraduate or graduate student affairs.
- (c) Adjunct Professors who are members of Graduate Faculty may attend general meetings of all graduate faculty members.
- (d) Adjunct Professors may serve in a consultative capacity on committees concerned with the assessment of graduate programs of ACAD.
- (e) A graduate student under the supervision of an Adjunct Professor may carry out his/her research in the organization to which the Adjunct Professor belongs. In such cases the Adjunct Professor and his/her organization shall be responsible for the provision of the necessary equipment and services for the successful completion of the graduate research project.
- (h) Adjunct Professors are eligible to apply through ACAD to external research granting agencies. In so doing such applications are subject to ACAD's policies and procedures for the administration and management of research grants and contracts, including the ethical conduct of research and research integrity.
- (i) Adjunct Professors are not eligible to apply to the internal ACAD research or professional development funds for financial support of their research or professional

activities.

(j) Adjunct Professors must ensure that research with humans has the appropriate ethical approval and that work involving potential chemical, physical, environmental, or biological hazards meets regulatory standards. Adjunct Professors are responsible for ensuring that all trainees and employees on their research grants or contracts administered by ACAD receive appropriate training in relation to the above concerns.

3. Graduate Students under Adjunct Professors

(a) A graduate student proposing to be co-supervised by an Adjunct Professor must apply in the customary way through the Research and Graduate Studies Office (RGSO), the application and program of studies and research being approved by the relevant Graduate Program Committee prior to appropriate action by the RGSO.

(b) A graduate student who receives financial support through an Organization shall not be paid at a rate that is significantly in excess of the customary rates of support for graduate students in the same Program. An exception may occur for students who are regular employees or employees on educational leave from an Organization.

4. General Regulations

(a) The names of Adjunct Professors will be placed in a separate listing in the Calendar and Faculty listing. Reference should be made in these listings to the Organization to which the Adjunct Professor belongs.

(b) A statement should appear in each publication or report resulting from a research project for a thesis that the research was undertaken in partial fulfillment of the requirements for a Master's degree in a particular program. Support either through facilities or financial aid for the student should also be acknowledged in all reports and publications, including the thesis.

(c) If the Adjunct Professor is a joint author with a student, both the name of the appropriate academic unit of ACAD and of the Organization should be used.

(d) Adjunct Professors should be familiar with ACAD regulations and policies.

REFERENCE: