

Procedures for Appointing Adjunct Faculty

SCOPE

This procedure applies to the appointment of all faculty adjuncts to the University.

PROCEDURE STATEMENT

This procedure describes the process for appointing faculty adjuncts in departments along with the responsibilities and expectations of faculty adjunct appointees during their time at the University.

ELIGIBILITY

To be eligible for a faculty adjunct appointment, the professional standing and specialist expertise of the proposed appointee must be such that they will make a significant contribution to the teaching and/or research activities of a particular unit or research center in the University.

Faculty adjunct appointments are eligible for:

- Qualified individuals not already employed by the University or
- University members (without faculty appointments) who intend to contribute to and be included in, for example, a faculty member's research and/or teaching network.

Appointments must:

- not create a conflict of interest for the individual in their existing employment with the University; and
- not adversely affect the individual's performance in their existing employment with the University.

APPOINTMENT

Faculty adjunct appointments are for a maximum five-year period and terminates automatically on the end date. They are specific to a particular department. Faculty adjunct appointments are voluntary, unpaid appointments. An adjunct may, in addition to their faculty adjunct appointment, be employed by the university to perform paid work outside the scope of their faculty adjunct appointment.

ROLES AND RESPONSIBILITIES

Faculty adjunct appointees are expected to participate in the unit's (or appropriate/relevant research center's) teaching, research, and/or related activities relative to their academic level. An adjunct appointee must:

- ensure that there is no conflict of interest between their adjunct appointment at the University and any outside work or activities or their employment or engagement with the University (if applicable);
- comply with the University's intellectual property requirements along with any other relevant policies and procedures;
- acknowledge adjunct status in academic attributions related to the adjunct appointment; and
- attribute their academic publications to the University (when university resources are used).

A faculty adjunct appointee may:

- use the adjunct title provided to them, including on a business card and official correspondence;
- supervise research conducted by undergraduate and graduate students. In such situations, adjunct faculty are considered outside members of the department when serving on student committees;
- serve as a PI or co-PI on a grant or contract;
- serve in a volunteer role as an instructor of record in a thesis or dissertation course for a student they are serving as a research advisor;
- be hired by the institution, either part- or full-time, to teach a course, multiple courses, or perform other duties.

In most cases, a faculty adjunct appointee may not as part of their adjunct appointment:

1. supervise the performance of a staff member under the University's Performance development process;
2. authorize the expenditure of University funds; and/or
3. commit the University to any contractual or other legally binding agreement.

An adjunct faculty member may perform items 1 and 2 on funded grant proposals and contracts for which they serve as a PI or co-PI.

Faculty adjunct appointees are required to comply with applicable University policies and procedures, in particular (but not limited to):

- Research Policies and Procedures;
- Information Technology Use Policy – Staff and Other Authorized Users;
- Occupational Health and Safety Policies; and
- Equal Opportunity, Title IX, etc.

ENTITLEMENTS

Faculty adjunct appointments are not paid appointments.

Faculty adjunct appointees can be provided with access to University services and support, as appropriate in particular appointments, e.g. email, use of University computing hardware and software, library services, access to relevant research space (laboratory, studio), reimbursement of pre-approved out-of-pocket expenses.

APPOINTMENT APPROVAL PROCESS

Eligible individuals will work with members of the appropriate department to develop an application that includes:

- a cover letter from the applicant that includes a summary of relevant experiences and accomplishments, and
- the applicant's curriculum vitae (CV).

The department, using its standard approval process, will review the application and ensure they meet the appropriate qualifications for appointment in their department, that there is no conflict of interest between the candidate's work outside the University or employment within the

University, and the proposed adjunct faculty member contributions align with the activities of the department.

Upon approval by the department, the department chairperson will forward the application to their supervising Dean by July 1 (or January 2)¹. The Dean will review and make a decision on the application by July 15 (or January 15)¹. An individual may appeal the Dean's decision. A letter outlining the appeal must be submitted to the Vice President of Academic Affairs (VPAA) by July 22 (or January 22)¹. The decision of the VPAA is final and not subject to appeal.

At each stage of the process, evaluators may request additional information clarifying and supporting the case for appointment. Applications submitted after the July 1 (or January 2) deadline will, in most cases, be reviewed in the subsequent cycle.

OTHER INFORMATION

- If the faculty adjunct appointee wishes to terminate the appointment prior to the end appointment period, a letter notifying the department chairperson in which the appointment has been made is appropriate.
- The department may propose termination of the adjunct faculty appointment by making a request to the Dean.
- The Dean may terminate the adjunct faculty appointment at will.
- An individual may appeal the decision to terminate their appointment as an adjunct faculty member. A letter outlining the appeal must be submitted to the VPAA within seven (7) calendar days of being notified of the Dean's decision. The decision of the VPAA is final and not subject to appeal.

¹ Or next business day if the due date falls on a weekend.