

ADJUNCT PROFESSORSHIP STATUS

Preamble

The title, Adjunct Professor, is normally granted by a university to individuals not holding a university appointment, but whose professional background and qualifications have led to their active participation in joint undertakings, usually teaching and/or research, with university faculty. The position is intended to provide formal recognition of the special relationship between an individual outside the university (or an individual whose expertise contributes substantially to studies currently being undertaken by the university) and an academic unit within the university and shall be recognized as such under the Tri-Council Policy.

1. Functions

A person can be appointed to an academic unit as an Adjunct Professor for any of the following purposes:

- To be able to apply to granting agencies through the University;
- To be able to supervise undergraduate students;
- To identify oneself as a member of the Unit or Department, as adjunct professor;
- To be able to use the general facilities at the University ie. library, computer services, etc.

Such a position assumes some degree of active collaboration between the Adjunct Professor and one or more faculty members. This collaboration might be manifested in the joint preparation and publication of research papers, the sharing of laboratory facilities on or off campus, or in service as a member of an Advisory Committee, or any combination of such activities.

II. Appointment

The appointment is for a three year, renewable term and normally involves no remuneration. The process for approving a new appointment or a renewal involves ratification by the following academic bodies: the academic unit/program; the Faculty/Division; the Senate; the Office of the Dean. Once approved, a letter will be sent by the Dean stipulating the exact roles and responsibilities that the appointment carries. Such stipulation shall be transmitted in any application to the granting agency for clarity of the status of the person. The letter will be copied to the unit/department chair/director, the Divisional Chair, and the Dean.

III. Reappointment and Renewal

The Adjunct appointment is renewable every three years or less, depending on the recommendation of the Dean in consultation of the home unit/program. Six months prior to the expiry of an Adjunct appointment, the Dean or designate will send a letter acknowledging the termination and requesting an application for the renewal of the appointment.

When applying for renewal, the candidate will include in the application, along with the other required documentation, a progress report illustrating his/her contributions at the University according to the roles and responsibilities that were granted in the original letter of appointment.