

Policy on Adjunct Professorship Status

Office of Accountability:	Vice-President, Academic and Research
Office of Administrative Responsibility:	Office of Research Services
Approver:	Senate
Scope:	To appoint Adjunct faculty members for a defined period, with defined privileges and voluntary responsibilities in scholarly activity.
Original Approval ~March 2010	
Renewal Approved Date:	May 2013
Renewal Date:	May 2016
Policy Number:	NU-RES-2011.19

Preamble

Adjunct Faculty Members are those outside the university whose scholarly or professional accomplishments merit association with the university. Adjunct Faculty Members are appointed for a defined period, with defined privileges and voluntary responsibilities in scholarly activity. Adjunct appointments do not have ranks and they do not carry the right to vote in Department/School decision-making.

The title, Adjunct Professor, is normally granted by a university to an individual either holding a university appointment or one whose professional background and qualifications have led to 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.

Functions and Responsibilities

When it is appropriate for scholarly or professional reasons, a person may be appointed to a position as Adjunct Professor by the Vice-President Academic upon recommendation by Departments/Schools and Deans for a period with defined privileges and voluntary responsibilities in scholarly activity. Once a year at Senate, the Vice-President Academic shall table as a separate Information item a list of any newly appointed adjuncts including their names, department/school affiliations, periods of appointment along with a justification for each appointment, highest

degree held, year obtained, current institution (if any) and rank (position), at that institution. All adjuncts shall also be included in the faculty listing on Department/School websites

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

- To be able to pursue collaborative research with Nipissing University faculty and apply to granting agencies as co-applicants or collaborators through the University.
- To be able to co-supervise graduate or undergraduate students in accordance with the policies of the unit/program and the regulations of the School of Graduate Studies.
- To be able to collaborate in the teaching activities of the academic unit.
- The person appointed as Adjunct Professor will have to follow the criteria for co-supervision of graduate students as currently approved by the Senate and be accredited according to the policy of Graduate Studies. However, note that adjunct professors accredited to Graduate Studies cannot be sole supervisors.

Such a position assumes some degree of active collaboration in teaching and/or scholarly activities between the Adjunct Professor and one or more faculty members. This collaboration might be manifested in teaching activities, joint preparation and publication of research papers, the sharing of laboratory facilities on or off campus, or in service as a member of a Graduate Advisory Committee, or any combination of such activities. This allows the person to identify oneself as a member of the Academic Unit, as adjunct professor and enables the use of general facilities at the University i.e. library, computer services and so on, under the same terms and conditions as other faculty. The University, in return, expects that adjunct professors will comply with University policies and regulations, and will acknowledge their affiliations with the University in their publications and in their participation in scholarly meetings. Adherence to university policies regarding research integrity, conflict of interest, intellectual property, research ethics, Biosafety, animal care, harassment and discrimination is required. All adjunct professors must also follow and respect the Tri Council agreement signed by Nipissing University. Any failure to respect such policies or misconduct will lead to either the removal of privileges or the appointment being immediately revoked.

Appointment

Criteria

- The appointment is for up to five years, is renewable and involves no remuneration.
- The applicant should hold a primary appointment in academia, government, private and public sector.

Procedures

- The application must be submitted to the academic unit by an academic unit member (letter of the sponsor must be included in the file of the applicant).
- The applicant must submit a covering letter outlining intentions along with goals and expectations and a curriculum vita including all research contributions.
- Once the Academic Unit has recommended the person, the complete file with the recommendation of appointment is sent to the Faculty Dean for his/her recommendation.
- The Dean then sends the complete file with his/her recommendation to the Vice-President, Academic and Research who makes the final decision.
- Once approved, a letter will be sent by the Vice-President, Academic and Research 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 chair/director, the Dean of the Faculty and the Assistant Vice-President, Research and Graduate Studies.

Reappointment and Renewal

The Adjunct appointment is renewable every five years or less, depending on the recommendation of the Dean in consultation with the home academic unit. Six months prior to the expiry of the Adjunct appointment, the Director/Chair of the Academic Unit will send a letter to the sponsor acknowledging the termination date and requesting an application for renewal, if so desired. The application for renewal must contain a summary of the adjunct professor's contributions to the University and the expectations and goals for the renewal. The process follows the procedure of appointment with recommendation of the Chair/Director of the Academic Unit and the Faculty Dean to the Vice-President Academic and Research.