

 <p>Policies & Procedures Manual</p>	# Pages: Page 1 of 3	Policy Number: AC-02-04
	Approved by: Learning Council	
Section: Academic Appointments	Effective Date: February 9, 2015	
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Title: Nil-Salaried Appointments	Replaces: New	

1. POLICY STATEMENT

University College of the North recognizes that its teaching and research programs may benefit from the expertise of nil-salaried appointed faculty members who bring knowledge and skills of value to the University College. Nil-salaried appointments may be granted to individuals who have practiced a profession (academic or non-academic) with distinction or particular success, or have special skills or learning of value to the University College.

There are five types of Nil-Salaried Appointments available at UCN:

1.1 Adjunct Faculty Appointment

Individuals who are employed elsewhere in a position that may or may not be academic in nature, who have special skills or knowledge considered valuable by the division or academic unit.

1.2 Cross-appointments

Faculty who hold an academic appointment in another UCN unit and are paid a salary by that division or academic unit, may then hold a non-salaried cross-appointment in another division or academic unit.

1.3 Visiting Professor Appointment

Faculty from another university, college or research institution who hold continuous appointments in their home institutions may be appointed to a UCN division or academic unit.

1.4 Senior Scholar Appointment

Retired faculty from a full-time or part-time academic appointment at UCN, who holds no other academic appointment with the University College, and wishes to continue or engage in active research and scholarship at the University College.

1.5 Emeritus/Emerita Appointment

A faculty member retired from professional life but permitted to retain, as an honorary title, the rank of the last office held at UCN.

2. PURPOSE OF POLICY

To recognize the qualifications of certain individuals who perform educational services for the University College without remuneration.

3. PROCEDURE FOR APPOINTMENT

- 3.1 Submit a request in writing to the appropriate Dean or Director outlining the reasons for seeking the appointment and a brief statement about proposed involvement in the division or academic unit.
- 3.2 Submit an updated CV.
- 3.3 Upon review of the candidate's submission, the Dean or Director makes a recommendation to the appropriate authority, depending on the appointment sought.
- 3.4 Upon approval from the appropriate authority, a letter of offer is sent from the Human Resources Office which will outline all conditions, rights and responsibilities of the appointment, and include the necessary paperwork for the individual to complete in order to process the appointment.

4. CRITERIA AND QUALIFICATIONS FOR APPOINTMENT

- 4.1 Appointments will be assessed for suitability using the following criteria:
 - 4.1.1 Evidence of significant and ongoing contributions to a field of expertise relevant to the program, department or faculty.
 - 4.1.2 Evidence of willingness and ability to contribute to a program, department or faculty.
 - 4.1.3 Evidence of an appropriate level of scholarship, such as a relevant academic degree, recent contributions to relevant academic or professional literatures, or relevant professional practice.
- 4.2 The type of appointment and designation (instructor, assistant professor, associate professor or full professor) will be determined by the Dean or Director of the appointing division or academic unit.
- 4.3 The degree and nature of participation in departmental activities and functions shall be determined in each case by the appointing division or academic unit.
- 4.4 Appointments may be continued even though the services of the nil-salaried staff member are not utilized in any given semester or session.
- 4.5 Some appointments shall be made for no more than three years with automatic termination unless renewed.

4.6 Appointments may be terminated at any time by either the appointee or the appropriate authority.

5. COMPENSATION

A Nil Appointment is not normally remunerated by UCN. However, if the appointee is assigned formal teaching responsibilities, a separate teaching appointment will be made.

6. PRIVILEGES OF APPOINTEES

6.1 May use one of the following nil-salaried titles as determined by the appointment:

- 6.1.1 Adjunct Professor
- 6.1.2 Visiting Professor
- 6.1.3 Senior Scholar
- 6.1.4 Emeritus/Emerita
 - 6.1.4.1 Chancellor Emeritus/Emerita
 - 6.1.4.2 Dean (Director) Emeritus/Emerita
 - 6.1.4.3 President Emeritus/Emerita
 - 6.1.4.4 Professor Emeritus/Emerita

6.2 Email account will be provided.

6.3 Faculty ID will be provided.

6.4 Access to library services.

7. RESPONSIBILITIES OF APPOINTEES

7.1 May include but is not limited to:

- 7.1.1 Teaching
- 7.1.2 Precepting students in senior level practice placements
- 7.1.3 Invited guest lecturer in classes and/or seminars
- 7.1.4 Mentoring graduate students
- 7.1.5 Serving on Advisory Committees
- 7.1.6 Collaboration on research projects, grant-writing activities, research projects and publications.
- 7.1.7 Complying with all applicable University College policies and procedures