

 <p><b>Policies &amp; Procedures Manual</b></p>	<b># Pages:</b> <b>1 of 3</b>	<b>Policy Number:</b> <b>AC-02-05</b>
	<b>Approved by:</b> <b>Learning Council</b>	
<b>Section:</b> <b>Academic Appointments</b>	<b>Effective Date:</b> <b>October 26, 2021</b>	
<b>Title:</b> <b>Adjunct Appointments</b>	<b>Reviewed:</b> <b>October 19, 2021</b>	
	<b>Replaces:</b> <b>February 9, 2015</b>	

## 1. POLICY STATEMENT

University College of the North (UCN) recognizes that its teaching and research programs may benefit from the expertise of Adjunct appointed faculty members who bring knowledge and skills of value to the University College.

## 2. PURPOSE OF POLICY

To enable the contributions of 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.

## 3. PROCEDURE FOR APPOINTMENT

- 3.1 The Dean or Director of the Academic Unit will recommend the Adjunct appointment.
- 3.2 The following information and documentation are to be submitted to the Vice-President Academic and Research, in support of the appointment or reappointment:
  - 3.2.1 A cover letter signed by the Dean/Director
  - 3.2.2 A curriculum vitae
  - 3.2.3 A letter of approval from the head of the organization, university, or other institution where the adjunct appointee is employed
  - 3.2.4 A list of the specific duties to be performed by the adjunct appointee.
- 3.3 The President will ratify the appointment.

## 4. CRITERIA AND QUALIFICATIONS FOR APPOINTMENT

- 4.1 An Adjunct appointment is an individual who:
  - 4.1.1 Has significant and ongoing contributions to a field of expertise relevant to the program, department, or faculty.
  - 4.1.2 Is willing and able to contribute to the program, department or faculty.
  - 4.1.3 Has 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 All Inter-Universities Services (IUS) scholars will automatically receive an Adjunct appointment.
- 4.3 Adjunct appointees shall normally be appointed for an initial term up to three (3) years and may be reappointed for successive terms, each term up to three (3) years. Adjunct appointments will have an automatic termination unless renewed.
- 4.4 Adjunct appointees do not normally have access to office or laboratory space, administrative assistance, computer services and other academic support services as may be deemed appropriate by the head of the academic unit concerned.
- 4.5 Adjunct appointees are encouraged to apply, where applicable, for grants and contracts under the aegis of the University College.
- 4.6 Adjunct appointments and any privileges granted to Adjunct appointees are entirely ex gratia and discretionary. Those with Adjunct appointments are, however, not precluded from also holding sessional or part-time appointments.
- 4.7 It is the responsibility of the Dean/Director of the Academic Unit in which the Adjunct appointment has been made to supervise and monitor the work of an Adjunct appointee. Any inadequacies in the duties and/or performance of an Adjunct appointee will be addressed by the Dean/Director.
- 4.8 If the Adjunct appointee finds that they are unable to continue to perform the duties associated with the appointment, they should then relinquish the appointment.

## **5. COMPENSATION**

An Adjunct appointee is not normally remunerated, or eligible for employee benefits, by UCN. However, if he/she is assigned formal teaching responsibilities, a separate teaching appointment will be made.

## **6. PRIVILEGES OF APPOINTEES**

- 6.1 Appointees may use one of the following titles:
  - 6.1.1 Adjunct Professor;
  - 6.1.2 Adjunct Associate Professor;
  - 6.1.3 Adjunct Assistant Professor;
  - 6.1.4 Adjunct Instructor.
- 6.2 UCN Email account will be provided.
- 6.3 UCN Faculty/Staff ID will be provided.
- 6.4 Access to UCN library services will be provided.

## **7. RESPONSIBILITIES OF APPOINTEES**

- 7.1 Responsibilities include but are not limited to:
  - 7.1.1 Adjunct appointees may be topics/thesis advisors;
  - 7.1.2 Adjunct appointees may teach all or part of a course;

- 7.1.3 Adjunct appointees may supervise or precept students in a field or practice placement;
- 7.1.4 Adjunct appointees are expected to indicate their affiliation with UCN in all publications and scholarly work(s) resulting from the Adjunct appointment;
- 7.1.5 Adjunct appointees must comply with all applicable University College policies and procedures.