

Policy Name:	Adjunct Appointments		
Policy No:	NU-RES-2011.19	Approval Authority:	Provost and Vice-President, Finance and Administration
Volume:		Responsible Executive:	Provost
Chapter:		Responsible Office:	Office of the Provost and Vice-President, Academic
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Policy Statement

Nipissing University recognizes the value for our students and faculty that can be gained by establishing research and teaching relationships for a defined period, with defined privileges and voluntary responsibilities with experts who are appointed at other Universities.

Reason for Policy

The title of 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-Agency Policy.

Policy Applies to

- All units of the university

Who Should Read this Policy

- All members of the university community
- All regular staff members
- Academic administrators and chairs and directors
- Human resource representatives

Contacts

Office of the Provost: provost@nipissingu.ca

Office of Research Services: research@nipissingu.ca

Definitions

Define any specialized terms used in the policy. List terms alphabetically using the format below.

Academic Unit: The university's academic programs are organized into faculties and then units and departments. For this policy, academic unit refers to the sponsoring faculty member's appointed department. Adjunct professors may be assigned to academic units or academic programs.

The Policy

An individual may be appointed to a position as Adjunct Professor by the Provost and Vice-President, Academic upon recommendation by a Dean for a specific period with defined privileges and voluntary responsibilities in research and scholarly activity.

1. General

1. An individual can be appointed to an academic unit as an Adjunct Professor for any of the following purposes:
 - i. To be able to pursue collaborative research with Nipissing University faculty and apply to granting agencies as co-applicants or collaborators through the University.
 - ii. To be able to co-supervise undergraduate students in accordance with the policies of the academic unit/program and, where expressly authorized, graduate students in accordance with the policies of the academic unit/program and the regulations of the School of Graduate Studies.
 - iii. To be able to collaborate in the teaching activities in a degree program.
2. Individuals appointed as Adjunct Professors will follow the criteria for co-supervision of graduate students as currently approved by the Senate and be accredited according to the Graduate Faculty Membership policy. Note: adjunct professors accredited to Graduate Studies cannot be sole supervisors.
3. Such a position assumes active collaboration in teaching and/or scholarly activities between the Adjunct Professor and one or more Nipissing University 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.
4. Accepting a position of Adjunct Professor allows the person to identify 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, under the same terms and conditions as other faculty, as current licensing agreements allow.
5. The University, in return, requires that adjunct professors comply with all University policies and regulations, and will acknowledge their affiliations with the University in their publications and in their participation in scholarly meetings.
6. A breach of university policies regarding research integrity, conflict of interest, intellectual property, research ethics, biosafety, animal care, sexual violence prevention, harassment and discrimination may result in the removal of privileges, or the appointment being immediately revoked.
7. All adjunct professors must also follow and respect the Tri-Agency 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.

2. Appointment Criteria

1. An appointment may be for up to five years with the period reflecting the University's need and the appointee's competencies. The letter of appointment sets out the start and end date of the appointment.
2. An adjunct appointment is renewable, subject to both satisfactory performance of the incumbent and the needs of the University.
3. An adjunct appointment involves no remuneration.
4. The applicant must hold a primary appointment in academia, government, private or public sector in order to be eligible for an adjunct appointment.
5. Those individuals who have qualifications and expertise of recognized stature may be appointed as Adjunct Professors. This category of appointment is normally reserved for individuals with whom units expect to have an on-going connection.
6. Individuals who are employed elsewhere in a position that is not primarily academic in nature, who have special skills or learning of value to a unit and who may provide services for which recognition is desirable may be appointed as an Adjunct faculty member for a limited term.
7. Other individuals who are appointed within teaching programs or who contribute their skills or experience in supervising clinical placements may be appointed as Adjunct Professors.

3. Resignation

1. Where an appointee wishes to resign their adjunct status, the appointment may be terminated by the appointee with three months' notice in writing to the University. Except in extraordinary circumstances, the resignation will take place at the end of the academic year, i.e., June 30.

4. Discontinuance of Appointment

1. The University reserves the right to discontinue or cancel any appointment on reasonable notice which shall be two calendar weeks.
 - i. Should the Appointee accept another position within the University and by doing so become eligible for Membership in a Bargaining Unit, the Adjunct Appointment will be terminated on the effective date of assuming the new appointment. In such cases, the appointment will be covered by the terms of the Collective Agreement.
 - ii. Should the Appointee's conduct or level of performance violate the University's minimum acceptable standards for faculty at the University, the University reserves the right to terminate the faculty appointment immediately with no further obligation of any nature to the Appointee.

5. Appointment Procedures

1. An application on behalf of an adjunct appointment is prepared and submitted by a tenure-track or tenured faculty member of Nipissing University. For clarity: the faculty member is the applicant.
2. The application must be submitted [to the academic unit for a unit vote/consideration](#). If the adjunct is to be considered for graduate-level supervision, research, or teaching, the application for appointment must be submitted to the School of Graduate Studies for consideration under the Graduate Faculty membership policy.
3. The applicant must submit a covering letter outlining intentions, along with goals and expectations, and a curriculum vita including all research and/or teaching contributions related to their purposes for seeking adjunct status.
4. If the Academic Unit makes an affirmative recommendation, the complete file with the recommendation(s) of appointment is sent to the Faculty Dean(s) for their consideration.
 - 4.1. If the proposed adjunct appointment includes research or graduate program involvement, the Faculty Dean(s) forwards the complete file, along with their recommendation(s) to the AVP Research, Innovation, and Graduate Studies for their consideration.
 - 4.2. For teaching only appointments, the Faculty Dean(s) sends the complete file and recommendation(s) directly to the Provost and Vice-President, Academic.
5. The Provost and Vice-President, Academic makes the final decision on the appointment, 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 Director/Chair of the Academic Unit, the Dean of the Faculty, and the Associate Vice-President, Research, Innovation, and Graduate Studies.

6. Reappointment and Renewal

1. The Adjunct appointment is renewable every five years or less, depending on the recommendation of the Dean(s) in consultation with the home academic unit as well as the recommendations of the Graduate program(s) and the AVP Research, Innovation, and Graduate Studies.
2. 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, and where appropriate, the School of Graduate Studies.
3. Reporting Obligations
 1. Once a year at Senate, the Provost and Vice-President, Academic shall table as a separate Information item a list of any newly appointed adjuncts including their names, academic unit/ affiliations, periods of appointment along with 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 any faculty listing.

Forms and Tools

Please list all documents related to the policy. This may include legislation, by-laws, templates, forms, standards, guidelines, etc.

Name of Document	Link to document [to be updated when published to web]
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