

**Last Updated: 5 December 2023**

### **Guidelines for Adjunct Professor Status**

Adjunct Professor status is granted to an individual who has the potential to enhance the stature and effectiveness of a department/school's teaching and research. This position, which normally is a result of active research collaboration, does not carry remuneration. Adjunct Professors may not represent themselves as employees of Acadia University.

A candidate for Adjunct Professor status must be nominated by a faculty member of the department/school. The appointment, which is normally for a period of four years, requires majority approval of eligible<sup>1</sup> faculty members in the department/school. Upon approval, the candidate will be recommended by the head/director of the department/school to the Associate Vice-President of Research, Innovation and Graduate Studies (AVP RIGS) for appointment as an Adjunct Professor. The AVP RIGS will ensure that the recommendation is processed through the appropriate administrative channels. The appointment may be renewed following a written request from the Head/Director to the AVP RIGS for reappointment which includes an evaluation of the individual's contributions to the department/school, and demonstration of a continuing need for the capabilities that the individual is able to bring to the department/school.

#### **Advantages of Appointment:**

1. Listing in the relevant media in which university faculty are identified.
2. Participation in the research and teaching activities of the department/school as appropriate.
3. Access to department/school research facilities.
4. Ability to apply for external research funding.

#### **Responsibilities of the Appointee:**

1. Collaborate in the on-going research of a faculty member in the department/school.
2. Participate in the supervision of graduate, honours, and undergraduate research projects or theses.
3. Where possible, participate in the seminars, thesis committees and graduate committees of the department/school to an extent that is consistent with the needs of the department/school and with the on-going responsibilities of the appointee's regular employment.

#### **Criteria for Appointment:**

1. The candidate must hold the terminal degree in the discipline (normally the PhD) or have extensive relevant employment-based experience (at least 5 years).
2. The candidate must be able to demonstrate a high level of research capability.

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<sup>1</sup> Eligible faculty members are those faculty members with tenure or holding tenure track appointments and those who have served for at least two consecutive years in a CLT position.

3. The candidate must have a significant academic interaction with one or more eligible members of the department/school.

**Procedure for Initial Appointment:**

1. Initiation of the process will normally be via a request to the department/school by an eligible faculty member of the department/school (the supporter) for permission to receive nomination materials from a specific individual (the candidate). Upon agreement of the head/director, the supporter will oversee the process of submission of the necessary documents for nomination.
2. The candidate must submit to the head/director an up-to-date curriculum vitae and letter of intent indicating why the candidate wishes to be considered for Adjunct Professor status and how the candidate is prepared to interact with the department/school.
3. The candidate may be invited to give a research seminar in the department/school and to meet with interested faculty members.
4. Upon completion of items 1 through 3 above, eligible members of the department/school will vote on approval of the candidate for appointment as an Adjunct Professor. The candidate will be informed, in writing, of the outcome of this vote by the head/director, who will then forward the nomination to the AVP RIGS for action. The AVP RIGS will write to the candidate with copy to the head/director.
5. The department/school will take responsibility for identifying and allocating resources.

**Procedure for Reappointment:**

1. By January of the last year of an Adjunct Professor's term of appointment, the head/director of the department/school will enquire of the eligible members of the department/school whether they wish to proceed with reappointment.
2. If the majority vote is for reappointment, the head/director will ask the incumbent if he/she wishes to seek reappointment.
3. An incumbent wishing to be reappointed will submit an up-to-date curriculum vitae, together with a covering letter stating the ways in which he/she has interacted with the department/school during the preceding term of appointment and the way in which he/she is prepared to interact with the department/school during a renewed term of appointment.
4. The department/school will examine the above documentation and vote on the reappointment. Approval of reappointment will be by majority vote of eligible members of the department/school.
5. The head/director will advise the applicant in writing of the outcome of the vote and will write to the AVP RIGS to complete the appointment process, as above.



**Conditions of Participation in Research Activities:**

1. Adjunct Professors may serve as co-supervisors in the supervision of undergraduate, honours, or graduate students and must do so in collaboration with an eligible member of the department/school. Acadia faculty members are required to take responsibility for ensuring that the University's regulations regarding theses and undergraduate and graduate student research are followed and that the established timelines are met.
2. Research contracts will only be administered by Acadia University only when an Acadia University faculty member is designated as Principal Investigator. Adjunct Professors will therefore be required to apply as a collaborator on the contract with a faculty member of a department/school.
3. Adjunct Professors are allowed, however, to apply as Principal Investigator on Research Grants as per the policies of the granting agency.
4. The University may terminate an Adjunct appointment for just cause at any time during the term of the appointment.

