

CBS Adjunct & Professor Emeritus/a Policy

Adopted by Dean's Council: 2016-FEB-01

1. Preamble

The purpose of this policy is to provide transparency and consistency in how the college approaches the positions of Adjunct Faculty, College Professor Emeritus/a, and University Professor Emeritus/a.

2. Adjunct Professor

2.1. Purpose

The Provost's guidelines state: The purpose of adjunct appointments is to recognize and encourage interactions between the University and persons in business, government, education and the arts for their mutual benefit. Adjunct appointments may also be granted to current faculty to recognize interaction between that individual and another academic unit. Adjunct appointments may be granted to persons from within the University, or from outside, who are qualified to carry specific out responsibilities within a department related to teaching or research. Adjunct appointments will carry the title of Adjunct Professor and as appropriate will be listed in the Undergraduate Calendar of the University.

2.2. Definition

Adjunct professor is a 'status-only' title and does not come with any remuneration. Adjunct professors maybe appointed for a period for from one to three years, and appointments may be renewed indefinitely subject to the renewal process outlined below.

2.3. Nomination and Approval Process

Someone wishing to be considered for the position of Adjunct Professor will complete a draft of the *Request for Consideration of Adjunct Faculty Status Form* and submit it electronically, along with a cover letter and a lifetime *curriculum vitae* (any reasonable format) to the Chair of the relevant department. The Chair will make any necessary adjustments to the Request Form, and circulate the entire package to the Department Promotion and Tenure Committee. The Committee will discuss (if necessary) and vote on the application. The entire package, along with the committee vote, will be forwarded to the Dean for consideration (in the case of a positive departmental recommendation) or for information (in the case of a negative

departmental recommendation). If the Dean also recommends approval, the package will be forward to the Provost for final approval.

2.4 Criteria and Qualifications

As per the Provost's guidelines:

The following criteria will be used to judge suitability for Adjunct Professor appointments:

- a. Evidence of significant and ongoing contributions to a field of expertise relevant to the program, Department, or College.
- b. Demonstrated willingness and ability to contribute to a program, Department, or College.
- c. 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.

2.5 Terms and Conditions of the Adjunct Appointment:

- a. Co-advising of graduate student theses and membership on examination committees, where applicable, is governed by the policies and procedures associated with appointment as a member of the graduate faculty. Appointment as a member of graduate faculty requires separate nomination.
- b. Access to the University of Guelph Library.
- c. Business cards and University of Guelph e-mail accounts *may* be provided, with the approval of the Chair, and *may* be at the expense of the Department.
- d. If appropriate, Adjunct Professors will be listed in the Undergraduate Calendar and in other relevant Departmental communications.
- e. Adjunct Professors must inform and *seek approval* in accordance with established University of Guelph research policies and procedures, from the Chair, Dean and Associate Vice-President Research before initiating any research contracts or activities (including application for Tri-Council funds) which require use of University facilities, staff, or other resources. In such cases, the Chair/Dean must ensure the term of the Adjunct Appointment coincides with the term of the proposed research contract or activities. Further, the nature of the research and/or contracts for research undertaken by Adjunct Faculty may warrant signing agreement(s) subsequent to the Adjunct Professor's Letter of Appointment in order to articulate responsibility which

may include intellectual property, publications, environmental health and safety, and institutional risk.

- f. Adjunct Professors agree that there will be no unapproved use of University facilities and/or resources and shall not use institutional facilities except for the library and/or an office unless written approval of the Dean has been obtained.
- g. Adjunct Professors are expected to acknowledge their affiliation with their sponsoring department at Guelph in all publications and scholarly activities resulting from the adjunct appointment.
- h. Adjunct Professors agree not to use the name "University of Guelph" or to identify him/herself as representative of the University of Guelph in external remunerative activities, without written permission of the Provost or designate.
- i. It is the responsibility of the Chair of the department in which the adjunct appointment has been made to monitor the activities of an Adjunct Professor.
- j. While on campus or engaged in scholarly or academic activities using their association with the University of Guelph, it is expected that Adjunct Professors, like other faculty members, will comply with all University of Guelph policies, procedures and regulations (including Intellectual Property, Conflict of Interest, and Human Rights).

2.6 Retired CBS Faculty Members

Faculty members from CBS are eligible to apply for appointment as Adjunct Professor upon their retirement. Such an appointment is required in cases where the person continues to hold trust funds post retirement, unless they hold an appointment as either a College Professor Emeritus or University Professor Emeritus. Note that retirees are subject to the same terms and conditions as other Adjunct Professors.

2.7 Reappointment Procedures

At the end of a term of appointment, an Adjunct Professor may apply for a renewal of their appointment, for an additional period from one to three years. The same application process should be followed, but with the addition of letter (one page maximum) specifying their involvement with the Department and College during their previous term. Departmental P&T Committees and the Dean will use this information in determining whether or not to renew the appointment.

2.6 Termination

The appointee or the University (Provost) may terminate the appointment by written notice to the other party. The Provost will receive a copy of any termination notices received from appointees.

3. College Professor Emeritus/Emerita

3.1 Purpose

College Professor Emeritus/Emerita is an honour that may be given to a retired faculty member from the University of Guelph.

3.2 Definition

College Professor Emeritus/a nominations are overseen by the College. This category is open only to retired professors of the University of Guelph (at any rank). The title granted will be at the rank at the time of retirement, i.e., Professor Emeritus/a, Associate Professor Emeritus/a, Assistant Professor Emeritus/a. A person employed full-time by the University in any capacity is not eligible.

3.3 Nomination and Approval Process

The [nomination documentation](#) will be the same as that used for University Professor Emeritus/a. The nomination package will be considered by the relevant Departmental Promotion and Tenure Committee and, if approved, forwarded to College Promotion and Tenure Committee. The College committee may take one of three decisions: (i) that the application merits forwarding to Senate for consideration of appointment as University Professor Emeritus/a, (ii) that the application merits appointment as College Professor Emeritus/a, or (iii) that the application does not merit appointment as College Professor Emeritus/a. In the case of (i) where the Senate does not approve the appointment as University Professor Emeritus/a, the nominee will automatically be appointed College Professor Emeritus/a.

Note that candidates for University Professor Emeritus must have held the rank of Full Professor prior to retirement. Therefore applicants for College Professor Emeritus/a who hold a lower rank will not be considered for University Professor Emeritus/a. Also note that an applicant may elect to not have their application considered for University Professor Emeritus/a, but the application procedure remains unchanged.

3.4 Criteria and Qualifications

Appointment as a College Emeritus/a Professor should be viewed as a college honour, and thus should only be conferred upon those scholars who are exceptional in their disciplines and have had significant impact in the field. It is the expectation in electing professors to this category that they will continue their scholarly association with the College. The prime criterion for nomination will be sustained, outstanding scholarship of such a level that it is recognized nationally. Within CBS, this will *normally* be interpreted as having received a 'very good' rating or better, *in both* research and overall, *in each* of the nominee's final three biennial performance assessments.

3.5 Terms and Conditions of the College Emeritus Professor Appointment

The terms and conditions of this appointment mirror those of University Professor Emeritus/a, namely: College Professors Emeriti shall have library privileges equal to those of faculty members, and shall have the right to participate in the academic processions of convocation, to attend departmental seminars, to hear outside speakers invited to the University, and to use the University as a mailing address for scholarly purposes. At the discretion of the Department Chair and the Dean, a College Professor Emeritus/a may be offered laboratory and/or office space and may be allowed to apply for internal and external grants.

College Professor Emeritus/a is a 'status-only' title and does not come with any remuneration.

College Professors Emeriti who continue to actively participate in the academic enterprise of the University are governed by the bylaws, rules, regulations, policies, procedures and practices of the University of Guelph, including those related to research.

Co-advising of graduate student theses and membership on examination committees, where applicable, is governed by the policies and procedures associated with appointment as a member of the graduate faculty. Appointment as a member of graduate faculty requires separate nomination.

4. University Professor Emeritus/Emerita

[Procedures and guidelines.](#)