

Provost's Guidelines Re: Adjunct Faculty Appointments

Purpose

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 within or without the University who are qualified to carry specific 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.

Definition of Adjunct Faculty:

Adjunct Professor is a status-only academic appointment; usually for a period of three years. As a status-only appointment, it is not normally remunerated by the University of Guelph.

Process for consideration:

Adjunct appointments are made with support from the department (i.e. through Tenure and Promotion Committee or Chair's Executive Committee). The Chair will complete the *Request for Consideration of Adjunct Faculty Status* Form, which must be approved by the Dean of the College concerned, and the Provost and Vice-President (Academic).

Appointment Process

Following approval by the Provost, the appointee will receive a letter of appointment from the Dean outlining all conditions, rights and responsibilities associated with the Adjunct Appointment.

Criteria and Qualifications

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

1. Evidence of significant and ongoing contributions to a field of expertise relevant to the program, Department/School or College.
2. Demonstrated willingness and ability to contribute to a program, Department/School or College.
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.

Terms and Conditions of the Adjunct Appointment:

1. Co-advising of graduate student theses and membership on examination committee, where applicable is governed by the policies and procedures associated with appointment as a member of the graduate faculty; and requires separate nomination.
2. Access to the University of Guelph Library;

3. Business cards and University of Guelph e-mail accounts may be provided, with the approval of the Chair or Director, and at the expense of the Department/School.
4. Adjunct appointees will be listed in the Undergraduate Calendar and in relevant Departmental/School communications;
5. Adjunct Professors must inform and seek approval in accordance with established University of Guelph research policies and procedures, from the Chair/Director, 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.
6. 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 a private office unless written approval of the Dean has been obtained.
7. Adjunct Professors are expected to acknowledge their affiliation with their sponsoring department/unit at Guelph in all publications and scholarly activities resulting from the adjunct appointment.
8. 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.
9. It is the responsibility of the Chair/Director of the department/unit/program in which the adjunct appointment has been made to monitor the activities of an Adjunct Professor.
10. 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).

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 termination notices received from appointees.

Updated October 2011