

Adjunct Professors Policy

Sponsor: Senate Research Committee
Responsible Unit: Vice-Principal Academic and Research, or Designate
Approval Authority: Senate
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Purpose

The purpose of this policy is to specify the appointment criteria, procedures, and rights and responsibilities for Adjunct Professors at Bishop's University. Specifically, this policy aims to:

- Outline the appointment criteria and procedures for Adjunct Professors.
- Outline the rights and responsibilities of Adjunct Professors.
- Clarify the standing and privileges of Adjunct Professors appointed under Memorandum of Agreement 2013/01 regarding Retired Faculty members.

This policy only applies to Adjunct Professors at Bishop's and does not cover Postdoctoral Fellows, Research Assistants or Visiting Scholars.

The appointment and management of Adjunct Professors will be made solely in accordance with the provisions outlined below. The Vice-Principal Academic and Research (VPAR) has the authority to interpret this policy and make final decisions on its implementation.

1. Overview

Adjunct Professor appointments are held by individuals who are not members of the Full-time Faculty bargaining unit at Bishop's University to establish a formal level of institutional academic affiliation. They are most commonly given to individuals whose skills and expertise advance the University's research mandate and to Retired Faculty members.

Adjunct Professor appointments in themselves are not remunerated. No tuition or registration fee is applied for being an Adjunct Professor.

Adjunct Professors fall into two categories for purposes of this policy:

- a) Regular appointments: any individual not covered by category (b);
- b) Retired Faculty members of Bishop's University: under the terms of the Full Time Faculty Collective Agreement Memorandum of Agreement 2013/01.

2. Criteria for Regular Appointments

Adjunct Professorships may be awarded to individuals whose knowledge, expertise and skills will contribute to research and/or research trainee supervision at Bishop's University. This appointment is an important recognition of the nominee's stature as well as their potential impact on the University. As such, these Adjunct Professor appointments should meet the standards that exist for tenure-track positions.

Regular Adjunct Professor appointments made under the terms of this policy are for a maximum period of 6 years and may be renewable.

Adjunct Professor status for regular appointments can be revoked by the Vice-Principal Academic and Research on behalf of the University at any time, including specifically in the case of violations of Bishop's University policies or regulations.

3. Appointment/Renewal Procedures for Regular Appointments

The following procedures apply to the appointment and renewal of regular appointments as Adjunct Professors.

- a) A department forwards a request for an Adjunct Professor appointment to their Dean. This request must clearly outline how the appointment will contribute to the research or scholarly needs of the academic area, and be accompanied by the applicant's CV.
- b) Taking into account the advice of the Dean, the VPAR (or designate) will approve or deny the request.
- c) If approved, the VPAR's Office will issue a letter of offer that includes the following elements:
 - i. The start and end date of the appointment, and whether the appointment is renewable.
 - ii. The nature of the appointee's expected contributions to the University.
 - iii. A statement that this position is not remunerated.
 - iv. The rights and responsibilities of regular appointments as Adjunct Professors outlined in this document.
- d) Applications for renewal of regular appointments must be made no later than three months prior to the end of the current appointment. Such requests follow the same process outlined in steps 3 (a) – (c) in this policy.

4. Criteria and Appointment/Renewal Procedures for Retired Faculty

The following criteria and procedures apply to the appointment and renewal of Retired Faculty as Adjunct Professors.

- a) Adjunct Professor appointments are available to retired members of the Bishop's University Faculty at their own option, under the terms of Memorandum of Agreement 2013/01, article II.k. No other criteria are required for their appointment.
- b) Retired Faculty must inform the VPAR in writing of their desire to exercise the option of appointment as Adjunct Professor of the University.
- c) The VPAR Office will issue a letter confirming the appointment as Adjunct Professor that includes the following elements:
 - i. The start and end date of the appointment, with all appointments for Retired Faculty members to automatically be made for the maximum of six years, and notice that the appointment is renewable.
 - ii. A statement that the position is not remunerated.
 - iii. The rights and responsibilities of Retired Faculty as Adjunct Professors outlined in this document.
- d) Applications for renewal of Retired Faculty member appointments may be made at any time. Such requests follow the same process outlined in steps 4 (a) – (c) in this policy.

5. Rights and Responsibilities of Regular Appointments

Regular appointments as Adjunct Professors of Bishop's University have the following rights and responsibilities:

- a) They will be provided with a Bishop's University ID card.
- b) They will be provided with access to the Library Learning Commons.
- c) They will receive a Bishop's University email address and an A1 (partial) Microsoft 365 license.
- d) They may apply for external grants through Bishop's University and will be supported by the Office of Research and Graduate Studies as resources allow.
- e) They are expected to acknowledge their affiliation with Bishop's University in any publication resulting from the Adjunct Professor appointment.
- f) They are required to comply with all Bishop's University established policies and regulations including but not limited to those on intellectual property (IP), research ethics, research integrity, conflict of interest, responsible use, and harassment and discrimination.
- g) They must return all issued office or laboratory keys, computers or other equipment, their University ID card, and all other credentials at the end of their appointment.
- h) They can be named by the University as Adjunct Faculty in University publications, on its website and in other media.

The following limitations apply to all external appointments as Adjunct Professors:

- i) They are not covered under the terms of the Full-time or Contract Faculty Collective Agreements, except in regard to any teaching undertaken in accordance with the terms of the Contract Faculty Collective Agreement.
- j) They are not eligible for University benefits or pension plan coverage.

- k) They are not guaranteed an office or any specific research or other work space.
- l) They are not eligible to be the primary applicant for internal grants or awards.
- m) They do not receive a salary or professional development funds.
- n) They do not participate in Bishop's University governance at any level.
- o) Any course to be taught by an Adjunct Professor may only be assigned in accordance with the provisions of the current Contract Faculty Collective Agreement. All terms and conditions associated with such teaching are to be under the provisions of the current Contract Faculty Collective Agreement.

6. Rights and Responsibilities of Retired Faculty as Adjunct Professors

Retired Faculty members have the following rights and responsibilities specifically in their status as Adjunct Professors of Bishop's University. These are in addition to any other privileges or entitlements that they may hold by virtue of their status as Retired Faculty.

- a) They may apply for external grants through Bishop's University and will be supported by the Office of Research and Graduate Studies as resources allow.
- b) They are expected to acknowledge their affiliation with Bishop's University in any publication resulting from the Adjunct Professor appointment.
- c) They are required to comply with all Bishop's University established policies and regulations including but not limited to those on intellectual property (IP), research ethics, research integrity, conflict of interest, responsible use, and harassment and discrimination.
- d) They can be named by the University as Adjunct Faculty in University publications, on its website and in other media.

The following limitations apply to all Retired Faculty specifically in their status as Adjunct Professors:

- a) They are not eligible to be the primary applicant for internal grants or awards.
- b) They do not receive a salary or professional development funds.
- c) They do not participate in Bishop's University governance at any level.
- d) Adjunct Professors and/or their dependents who register in courses at Bishop's are subject to all normal tuition fees and other charges.
- e) Any course to be taught by an Adjunct Professor may only be assigned in accordance with the provisions of the current Contract Faculty Collective Agreement. All terms and conditions associated with such teaching are to be under the provisions of the current Contract Faculty Collective Agreement.