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## Adjunct Professor Policy

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### Department Policy Number

025 003

### Effective Date

Revised November 01, 2001

Revised January 01, 2003

### Purpose

This policy outlines the process necessary for appointing Adjunct Professors.

### Definitions

<b>P&amp;VPA</b>	Provost and Vice-President, Academic or designate.
<b>Department Head</b>	Department Head, Centre Chair, or Director of the sponsoring unit.
<b>Sponsoring Unit</b>	The Department or Centre with whom the Adjunct Professor is affiliated.

### Policy

An Adjunct Professor is an honorary appointment at Athabasca University, which is of mutual benefit to both the Adjunct Professor and to the University.

#### 1.0 Criteria

- 1.1 The incumbent cannot be an employee of AU, however; can be retired from AU or other educational institutions/organizations.
- 1.2 The incumbent's primary employment is external to AU, but their academic credentials and/or research orientation are of such a nature that the sponsoring unit, wish to have that individual associated with it.
- 1.3 The normal qualification for an Adjunct Professor is a Ph.D. or equivalent. It is also expected that the incumbent will have a minimum of five years post-secondary level



teaching experience or relevant experience in business, government, labour or other organization.

1.4 The term of an adjunct appointment will normally be three years.

1.5 Adjunct appointments must be nominated by the Department Head of the relevant sponsoring unit.

1.6 Adjunct appointments may be terminated at any time at the request of either party.

## 2.0 Roles and Responsibilities

2.1 The Department Head will submit the Adjunct Professor Appointment Proposal form and a copy of the individual's curriculum vitae to the P&VPA for consideration.

2.2 The P&VPA will review the submission and make a recommendation concerning the proposed adjunct appointment to the President.

2.3 The President shall formally notify the Adjunct Appointee of a decision specifying the terms and conditions of the adjunct appointment.

2.4 The President shall ensure that a copy of the decision is provided to the Department Head, the P&VPA and Human Resources.

2.5 Adjunct appointment files will be maintained in Human Resources.

## 3.0 Entitlement

3.1 All persons awarded the title of Adjunct Professor will be:

3.1.1 listed in the composite calendar of the University under the listing of the sponsoring unit staff;

3.1.2 identified in the AU telephone listing;

3.1.3 entitled to an AU login (printing charges as well as any other computer charge-backs that may be implemented in the future remain the Adjunct Professor's responsibility);

3.1.4 entitled to borrow materials from the AU library;

3.1.5 entitled to search the on-line catalogue of materials, and other on-line resources (through an AU Library ID number);



- 3.1.6 entitled to participate in reciprocal borrowing agreements between AU and other university libraries; borrowing privileges may vary from library to library; privileges from another library will prevail;
- 3.1.7 entitled to access to interlibrary loan (ILL) services on a cost recovery basis. ILL will normally be limited to journal articles (the ILL of books may be included, subject to mutual agreement on delivery arrangements made between the requestor and Athabasca Library ILL office).

3.2 Adjunct appointments are not entitled to any remuneration, salary or benefits, office space or secretarial support.

3.3 The University, through the office of the P&VPA and Financial Services, may administer research grants obtained by the Adjunct Professor, provided these have been reviewed and approved by the University. All such research must conform to applicable AU policies.

#### 4.0 Renewal

4.1 Three months prior to the completion of the term of an adjunct appointment, the Department Head will review the appointment. Consideration will be given to how the appointment was mutually beneficial to the University and the Adjunct Professor.

4.2 Should the Department Head choose to recommend renewal of the adjunct appointment, a memo will be sent to the P&VPA detailing the success of the affiliation of the preceding appointment.

4.3 The P&VPA will forward a recommendation concerning the renewal to the President.

4.4 The President shall formally notify the appointee of a decision with a copy to the P&VPA, Department Head, and Human Resources.

#### **Regulation**

#### **Procedure**

#### **Approved By**

President, August 20, 2003

#### **Amended Date/Motion No.**

#### **Related References, Policies and Procedures**

Research Involving Humans  
Fraud and Misconduct in Academic Research and Scholarly Activity



[University Approval to Forward an Application for Funds to an External Sponsor](#)

[Conflict of Interest in Research](#)

[Publication of Research](#)

[Student Participation in Research](#)

[Animal Care](#)

Research Administration and Budget Control

[Indirect Costs of Facilities and Administration](#)

Ownership of Items Purchased from Research Grants and Contracts

[Professional Salary Component in Research Grants and Contracts](#)

Restricted (Trust) Accounts for Research

### **Applicable Legislation/Regulation**

[\*Alberta Freedom of Information and Protection of Privacy Act\*](#)

[Universities Act](#)

### **Responsible Position/Department**

This policy is maintained and administered by Human Resources. For further information, please contact the Human Resources Advisor or the Employment Services Advisor. Contact information is available on the Human Resources web-site at: <http://www1.athabascau.ca/hr/>

### **Keywords**