

SUBJECT: ADJUNCT FACULTY

It is desirable for the University, from time to time, to make opportunities available for Adjunct Faculty to make contributions to the University, its students, its programs and its research activities.

1. Purpose

The purpose of this policy is to outline the guidelines to be followed when appointing Adjunct Faculty to the University. Additionally, this policy defines the services that the sponsoring Faculty Member, employee, program or department may offer to these individuals.

2. Scope

This policy applies to all Adjunct Faculty who are not otherwise employed directly by the University, and who are not otherwise receiving any form of compensation through the University (Finance/Payroll). These individuals are generally funded or employed by outside sources and are excluded from the Faculty Association, Academic Services, and all other employee groups at the University.

These individuals are appointed by the Provost. It is the understanding that they will be able to make a significant contribution to a program or school, and the University as a whole. In addition to contributions of these individuals to research, scholarly and intellectual activity at the University, Adjunct Faculty may sit as voting members of a Graduate Student's Committee (but may not sit as a committee Chair).

Faculty Members may be appointed as Adjunct Faculty in Programs other than their home Program. Such Adjunct Faculty fall under the Faculty Agreement due to their appointment as Faculty Members. For such Adjunct Faculty, the Faculty Agreement takes precedence over this policy.

3. Authority

This policy is issued under the authority of the Office of the Provost and the Office of the Vice-Provost Research and Graduate Programs.

4. Responsibility

As with all Faculty appointments, duties or activities of Adjunct Faculty at or relating to UNBC are overseen by the Chair of the appropriate Program or School, or College Dean if they are not appointed to a Program or School. Who will be undertaking this role shall be noted in the appointment letter and the same individual shall ensure that the Adjunct Faculty Member is familiar with and abides by all University policies and procedures. If the adjunct is working on campus, and hence has access to the Web Requisition System, the responsible Dean will on a monthly basis confirm to Information Technology Services the continued presence on campus or termination of stay on campus of all Adjunct Faculty in their College using a list kept up to date by Information Technology Services.

Additionally it is the responsibility of the Chair of the Program or School as applicable to advise the Provost Office of the early termination of Adjunct Faculty appointments (i.e. termination of the appointment prior to the termination date in the appointment letter or specified period of stay if applicable). The Provost Office will advise the ITS Enterprise Systems Support Department.

5. Letter of Appointment

Appointments of Adjunct Faculty are initiated at the Program, School or College level, and are subject to the approval of the Provost. Appointments are normally for three years; after suitable review, a reappointment may be made. Where, as a courtesy, and with the approval of the Program or College concerned, certain rights of Faculty members are to be granted (where possible and desirable), such rights shall be specified in the letter appointing the Adjunct Faculty member. Likewise, letters of appointment shall indicate the level and types of University services the Adjunct Faculty member will be entitled to (including office and/or laboratory space).

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

- Evidence of significant and ongoing contributions to a field of expertise relevant to the Program, School or College's programs of study.
- Evidence of a willingness and ability to contribute to a Program, School or College.
- 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. Substantive professional experience may substitute for formal academic credentials.

Once approved, the letter of appointment shall be prepared by the Provost Office and copied to the appropriate Program/School Chair, Dean and the Database and Applications Support Manager.

7. Services

As Adjuncts are not employees of UNBC they are not entitled to benefits. However, they may be granted as a courtesy and with the approval of the appropriate Program or School Chair, Dean or Director, the following services:

- Identification number and card for the purposes of access and security
- Library Account
- Access to class list, grade entry and related services (when serving as a principal instructor)
- Access to the Web Requisition system if working on campus
- Office Space and/or Laboratory Space (authorized and issued by the Space Allocation Committee, through recommendation from the appropriate College)
- Office Keys
- Computer Account
- Phone and phone listing
- Parking Services

It is the responsibility of the Program or School in which the appointment is made (or Dean's office if made to a College) to ensure that any committed services are in place and ready for the arrival of the Adjunct Member.

8. Costs

All costs associated with the administration of Adjunct Members including costs associated with the services noted above are the responsibility of the Program or School in which the appointment is made (or Dean's office if made to a College).

9. Reporting

Adjunct Members are not counted in staff or faculty FTE reports.