

PROCEDURES

Effective Date	2025-03-10
Next Review Date	2032-03

Procedures - Adjunct Faculty, Research Associates and Visiting Scholars (197)

Responsible Executive	Provost and Vice-President, Academic
Related policy	Appointment, Promotion, Suspension, and Termination (143) Research Centres and Institutes (211) Board Policy Direction: Human Resources Development and Management (BPD-225)

PROCEDURES for APPOINTMENT, RENEWAL AND TERMINATION

Adjunct Faculty or Adjunct Professor

Schools or departments may recommend the appointment of an individual as an Adjunct Faculty or Adjunct Professor. A recommendation letter from the head of a department or school to the dean of the faculty shall confirm that the candidate is recommended by a majority of the members of that school or department for such an appointment, stating the proposed role of the individual, the appropriateness of the appointment type, and showing that the qualifications of the individual conform to the requirements of this policy. The letter must be accompanied by the candidate's *curriculum vitae* and expression of interest.

Research Associate

A research centre, institute or laboratory may recommend the appointment of an individual as a Research Associate. A recommendation letter from the principal investigator (PI) or the head of the research centre, institute or laboratory to the AVP Research and Graduate Studies must confirm that the candidate is recommended by the PI or the head of the research centre, institute or laboratory with support from a majority of its members, stating the proposed role of the individual, the appropriateness of the appointment type, and showing that the qualifications of the individual conform to the requirements of this policy. The letter must be accompanied by the candidate's *curriculum vitae* and expression of interest and set out the research contribution that is expected from the candidate.

Visiting Scholar

Schools or departments may recommend the appointment of an individual as a Visiting Scholar. A letter from the head of a department or school to the dean of the faculty, confirming that the candidate is recommended by the majority of the regular faculty members of that school or department for such an appointment, stating the proposed role of the individual, the appropriateness of the appointment type, and showing that the qualifications of the individual conform to the requirements of this policy. The letter must be accompanied by the candidate's *curriculum vitae* and expression of interest.

General

All recommendations for appointment by a dean or the AVP Research and Graduate Studies, shall be transmitted to the Provost and VP Academic for final approval. If approved, the appointment will be

communicated to the candidate in a letter of appointment from the Provost and VP Academic stating the terms of the appointment, including the privileges and responsibilities attached to the appointment.

Any appointments of a non-Canadian or non-Permanent Resident of Canada under this policy that are anticipated or expected to be accompanied by, or lead to, salaried sessional instruction, which require temporary work permits, must comply with Immigration, Refugees and Citizenship Canada regulations, and can be recommended only after documented consultation with Human Resources.

RENEWAL PROCESS

Adjunct Faculty or Adjunct Professor

Renewals for Adjunct Faculty or Adjunct Professors shall be recommended by the department or school with appropriate justification, demonstrating that the appointee met expectations or an explanation explaining why that was not feasible. The renewal recommendation must be provided to the dean of the faculty and conveyed to the Provost and VP Academic at least three months before the end of the term of the existing appointment.

Research Associates

Renewals for Research Associates shall be recommended by the PI or head of the research institute, centre or laboratory with appropriate justification provided to the AVP Research and Graduate Studies at least one (1) month before the end of the existing appointment.

Renewals for Visiting Scholars shall be recommended by the school or department with appropriate justification and provided to the dean of the faculty as soon as the need or request for the renewal is known.

All renewals of Adjunct Faculty, Research Associates or Visiting Scholars, if recommended by the dean or AVP Research and Graduate Studies, will be transmitted to the Provost and VP Academic for approval in writing.

TERMINATION

If at any time during the term of appointment, the Adjunct Faculty, Research Associate or Visiting Scholar wishes to terminate the association, they may do so by providing a letter of notice advising the Provost and VP Academic of their decision. All rights and privileges extended under the appointment terminate with effect from the revised terminal date of the appointment.

The university reserves the right to terminate an appointment at any time during the term, if at the discretion of the Provost and VP Academic. In the event of a termination by the Provost and VP Academic, the Adjunct Faculty, Research Associate or Visiting Scholar will be notified in writing and will then be deemed to have relinquished all rights and privileges extended to them in accordance with the terms of the notice.