FACULTY OF SCIENCE

ADJUNCT PROFESSORS
TERMS OF REFERENCE

FEBRUARY 2012

OBJECTIVE

Adjunct Academic Colleagues enable the University to benefit from the contributions of scholars, researchers and practitioners, who are not otherwise affiliated with the University of Alberta, and to recognize and encourage interaction between the University and persons in business, government, education and the arts. Adjunct Academic Colleague appointments may also be used by University academic units to recognize the participation of a faculty member from one University of Alberta unit in the academic work of another unit.¹

SELECTION CRITERIA

Adjunct Professors are expected to make a substantial annual contribution to the activities of the Department/Faculty in one or more of the following areas (i) research (ii) graduate student training and/or supervision (iii) teaching at the undergraduate or graduate level.

Each department will create its own Selection Criteria that shall be supported by Department Council. The document shall be submitted to the Dean for approval. Upon receipt of the document, the Dean will either 1) approve the document as is or 2) consult with the department chair to request revisions.

Department chairs are responsible for providing adjunct appointees a written “description of the proposed working relationship” and “clear outline of the duties to be performed…including list of goals and expectations which will be evaluated annually.”²

APPOINTMENT

The Faculty of Science will use the title “Adjunct Professor” for all appointments.

All adjunct appointments are term-limited (usually either two, three, or five years)² but renewable with the mutual consent of the Department and the adjunct professor.

The Dean has the authority to make appointments, on the recommendation of the Department Chair. In some departments a Departmental Adjunct Selection Committee may first make a recommendation to the Chair.

¹ Adjunct Academic Colleagues Procedure, UAPPOL
http://www.conman.ualberta.ca/stellent/groups/public/@academic/documents/procedure/pp_cmp_072423.hcsp
² Adjunct Academic Colleagues Procedure, UAPPOL
http://www.conman.ualberta.ca/stellent/groups/public/@academic/documents/procedure/pp_cmp_072423.hcsp
The Faculty Office will issue a Letter of Appointment to Appointee (see Appendix A).

The details of the Adjunct Professor’s involvement (teaching/research) shall be decided by mutual agreement, in writing, between the Appointee and the Chair.

**EVALUATION**

Adjunct Professors will submit an Annual Report to the Department Chair, detailing their involvement in the work of the Department during the preceding year. Fulfillment of goals and expectations shall be discussed in the report. The Department Chair or designate will evaluate the performance. Annual evaluations may be taken into account in determining if an adjunct appointment will be renewed.

This document is to be used in conjunction with the *Adjunct Academic Colleagues Procedure* in UAPPOL.
Appendix A
Adjunct Letter of Appointment _ Sample

[Name] [Date]
[Address]

Dear [Name]:

On behalf of the Board of Governors, I am pleased to advise that you have been appointed to the Faculty of Science at the University of Alberta as an Adjunct Professor in the Department of <<dept>>, for the period <<start date>> to <<end date>>. There will be no remuneration for this position.

The terms of the appointment are:

1. Adjunct Professor appointments are for a [two, three or five]-year renewable term.
2. The Appointee will complete an Annual Report and the Department Chair will evaluate the performance based on the goals and expectations provided to the Appointee upon appointment.
3. The Dean can “terminate the appointment at any time if the Appointee is unavailable for a material period of time to carry out the duties or fails to comply with applicable policies, procedures, protocols or other requirements of the University” (Adjunct Academic Colleagues policy, UAPPOL).
4. The parties in conflict shall meet in good faith and strive to resolve the matter. Failing that, the parties shall meet with the Department Chair. The Department Chair shall attempt to facilitate a mutually agreeable solution. In the event that a resolution is not reached, the Department Chair shall render a final and binding decision, after consulting with the Dean.
5. Re-appointments can be made after satisfactory performance assessments and recommendation for re-appointment by the Department Chair. The re-appointment package to the Dean shall include Appointee’s performance assessment and description of proposed responsibilities.
6. On a change of employer* by an individual, a review of the new position held will be made in relation to the continuation or termination of the University appointment.
7. Privileges extended to Adjunct Professors on the effective date of appointment are:
   a. Issuance of a University ONECard
      i. Library privileges deemed appropriate by the chief librarian to that status
      ii. Access to Physical Education facilities upon payment of an annual user fee.
   b. Entitlement to a secondary computing ID to be used for University purpose.
   c. Eligible to University parking with rates as defined by the Parking Services Fee Structure.
   d. Eligibility for membership in the Faculty Club.
e. Listing in the University Calendar.

Additional rights and privileges related specifically to departmental activities must be negotiated with Department Chair (for example, office or laboratory space, membership on committees).

8. It is the responsibility of each Appointee to familiarize him/herself with relevant University policies. Policies and Procedures are located on UAPPOL at http://www.conman.ualberta.ca/stellent/groups/public/@ppoladmin/documents/infodoc/pp_cmp_020454.hcsp and GFC Manual http://www.uofaweb.ualberta.ca/gfcpolicymanual/index.cfm

The list below provides some of the more common policies Appointees shall be aware of, but it is at no point to be taken as an exhaustive or comprehensive list.

Academic Colleagues Policy/Procedures  
Conflict Policy – Conflict of Interest & Commitment and Institutional Conflict  
Discrimination & Harassment Policy & Procedures  
Ethical Conduct & Safe Disclosure Policy  
Information Technology Security Policy  
Research and Scholarship Integrity Policy  
Research Policy  
Use of Copyright Materials Policy

We look forward to your association with our Faculty.

* Current Employer:

Sincerely yours,

Dr. Robert Holte  
Vice Dean  

RH/kw

Cc: Department Chair  
    Human Resources Services