

Department of Biological Sciences  
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**TERMS AND CONDITIONS FOR ADJUNCT PROFESSORS AND CROSS-APPOINTEES  
DEPARTMENT OF BIOLOGICAL SCIENCES  
UNIVERSITY OF ALBERTA**

**1.1 Adjunct Academic Colleagues of the Department of Biological Sciences**

University of Alberta Policies and Procedures On-Line (UAPPOL) defines Adjunct Academic Colleagues as individuals with substantial experience in a profession or discipline who participate in the teaching and/or research activities of a department in the University without expectation of compensation. Adjunct Academic Colleagues external to the University are also referred to as “Adjunct Professors”. The status of Adjunct Academic Colleague may also be used by University academic units to recognize the participation of a faculty member from one unit in the academic work by another unit without compensation, which the Department refers to as a “Cross-Appointment”. This document describes the terms and conditions that apply to both of these forms of Adjunct Academic Colleagues, Adjunct Professors and Cross-Appointees, hereafter referred to as “Adjuncts”.

**1.1.1 Terms and Conditions for Adjuncts, Department of Biological Sciences:**

Programs involving Adjuncts are meant to be areas of intellectual cross-fertilization benefiting both the Adjunct member and the University of Alberta. Appointments are made by the Dean of Science for terms of 2, 3, and 5 years and renewals are possible (see below). The Faculty of Science expects Adjuncts to make a substantial annual contribution to the activities of Departments 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

The Department of Biological Sciences also specifically recognizes supervision of postdoctoral fellows and active participation in departmental seminar programs as meaningful contributions. In most cases, the Department also recommends to the Dean that departing, active academic staff members be made Adjuncts to facilitate an orderly transition and as a mechanism to see current graduate students to completion, but not as a means to recruit new students into the Department. Long-term associations with the Department are possible for departing professors, but they must satisfy the terms presented above and re-appointment requires review by the Adjunct Committee, Departmental Council, and the Dean of Science.

**1.1.2 Selection Criteria and Procedures for New Appointments:**

- (a) Adjuncts should have academic qualifications as for tenure-track faculty or professional experience that permits the appointee to make one or more of the contributions listed above (section 1.1.1, i-iii).

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- (b) Adjuncts should have a proven record of research excellence.
- (c) Adjuncts should have a CV and a letter of application describing proposed contributions to the Department, including graduate student supervision, teaching, and/or collaboration with faculty members, etc. Any claims presented in the letter (*e.g.*, of grant support) should be supported by the contents of the CV. It is the applicant's responsibility to provide a complete and accurate description of their research track record, publications, and other information that is relevant to the application. Incomplete applications will be returned to the applicant for correction.
- (d) The application requires a letter of support from at least one full-time, active faculty member in the Department. Sponsors are advised to review and discuss the application materials with the applicant.
- (e) Adjunct applicants shall present a seminar to the Department prior to recommendation for appointment. This seminar should include a description of the candidate's proposed contributions to the Department. Following a departmental seminar, the Committee Chair shall solicit comments on the application from those who attended the seminar.
- (f) The application is assessed by the Adjunct Committee (chaired by the Associate Chair Research) followed by approval by the Departmental Council. Should the Adjunct Committee come to a negative decision, the applicant and the sponsor shall be informed of this decision and of the reasons for this assessment. The sponsor shall also be advised of their right to proceed to Departmental Council notwithstanding the Adjunct Committee's decision. In this situation, should the applicant decide to proceed, the sponsor rather than the Adjunct Committee Chair presents the motion in favour of adjunct status. The Adjunct Committee Chair shall act on the advice of Departmental Council and in case of a majority in favour, shall make formal application to the Dean of Science.
- (g) Finalization of an Adjunct Appointment Agreement (as required by the Faculty of Science) by the applicant, the Chair, and Associate Chair Research that:
  - i) describes the proposed working relationship between the Adjunct and Department; and
  - ii) outlines activities to be performed by the Adjunct, together with goals and expectations.

These items will serve as the basis of the Annual Report and annual assessment.

- (h) The Chair recommends the Adjunct appointment to the Dean of Science.

### **1.1.3 Criteria and Procedures for Renewal of Appointments:**

- (a) Adjunct status renewal requires satisfactory Annual Reports to the Department Chair documenting contributions to research, student supervision and/or teaching (section 1.1.1, i-iii) as agreed upon by the Chair and Adjunct Professor at the time of initial appointment (section 1.1.2).

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- (b) Renewal applicants shall provide a letter of application requesting adjunct status renewal. Applications must include: a report summarizing adjunct-related activities during the previous five years, including the following (when appropriate): progress by graduate students; an updated CV with reprints of articles arising from the current term of appointment; and a brief prospectus for the next five years.
- (c) Renewal application requires a letter of support from at least one full-time, active faculty member in the Department.
- (d) The renewal application is assessed by the Adjunct Committee followed by approval by the Departmental Council.
- (e) Review and revision, as needed, of the Adjunct Appointment Agreement [section 1.1.2 (g)] is performed by the Chair, Associate Chair Research, and the Adjunct.
- (f) The Chair recommends the re-appointment to the Dean of Science.

#### **1.1.4 Relevant Information for Adjunct Appointees:**

- (a) Adjuncts may only co-supervise graduate students, undergraduate project students, and postdoctoral fellows as long as the other supervisor is an academic staff member in the Department of Biological Sciences. Departmental supervisors are not to be merely 'figurehead' appointments, but must play an active role in supervision of the graduate student. Co-supervision of graduate students does not automatically guarantee Adjunct status.
- (b) Graduate students are to be supervised under the terms set by the Faculty of Graduate Studies and Research and the Department of Biological Sciences.
- (c) Graduate students will not normally be eligible for departmental funding if they are co-supervised by Adjuncts and are also full-time members of other units at the University of Alberta. In exceptional cases, the Department Chair can authorize departmental support for a graduate student; requests for such support should be made through the Associate Chair Graduate Studies.
- (d) Graduate students co-supervised by Adjuncts and registered in Biological Sciences will be provided study space (if requested and if available) and will be expected to play an active role in departmental activities. Departmental space is not normally allocated to an Adjunct. An individual full-time faculty member may choose to provide a portion of their space allocation to an Adjunct.
- (e) All refereed publications of Adjuncts must list the Department of Biological Sciences, University of Alberta as an address of the author during their adjunct tenure.
- (f) No departmental monies or capital shall be committed to Adjuncts, although appointees will have rights of access to a variety of University facilities (e.g., libraries) and shared Departmental facilities, and may

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have grants or contracts administered through the Department in accordance with University regulations. Adjuncts must indicate at the time of their appointment or renewal if they wish to apply for NSERC funding through the Department of Biological Sciences at the University of Alberta. If the granting period extends beyond an adjunct's appointment end date, their appointment will be automatically extended to the end of the granting period should they be funded.

- (g) Rights, privileges and duties related specifically to departmental activities (*e.g.*, membership on departmental committees, office or laboratory space, teaching and graduate student supervision) must be negotiated by each Adjunct with the Department Chair or appropriate Associate Chair. Such items will be described in the Adjunct Appointment Agreement at the time of appointment or re-appointment (section 1.1.2).
- (h) Adjuncts are required to submit an Annual Report on a standard form provided by the Faculty of Science. Reports will be due on February 1 of each year of an individual's appointment for assessment by the Chair in consultation with the departmental Adjunct Committee.
- (i) If an Adjunct changes their primary employer, they must notify the Department, who in turn will notify the Faculty of Science. A review of the new position, in relation to expected contributions of an Adjunct, will be made by the Faculty to determine if the Adjunct appointment is to continue or be terminated.
- (j) The Dean of Science can terminate an appointment at any time if the Adjunct is unavailable to carry out duties or fails to comply with applicable policies, procedures, protocols or other requirements of the University.
- (k) The Department of Biological Sciences reserves the right to limit the number of Adjuncts.
- (l) The Chair of the home department of the cross-appointment must be in agreement with having a staff member become a cross-appointee in the Department of Biological Sciences.
- (m) Adjunct Professors shall not be entitled to voting privileges at Departmental Council.

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