



ADJUNCT FACULTY POLICY			
<b>Policy Type</b>	Academic	<b>Initially Approved:</b>	December 7, 2020
<b>Policy Sponsor</b>	Vice President, Academic Affairs	<b>Last Revised:</b>	October 2024
<b>Administrative Responsibility</b>		<b>Review Scheduled:</b>	October 2029
<b>Approver</b>	General Faculties Council		

**A. Purpose**

An Adjunct Faculty appointment creates a formal academic relationship between the adjunct faculty member and Ambrose University. The purpose of an Adjunct Faculty appointment is to enrich and augment Ambrose’s research activities and teaching. The University may appoint as Adjunct Faculty qualified individuals from outside the University who have special skills or learning of value to an academic unit who can make contributions to the University, its students, its programs, and its research activities. Other contributions could include active participation in academic activities through student mentorship, seminars, guest lectures, research, or other approved initiatives within the university. The university reserves the right to limit the number of adjunct appointments in the university. It is the responsibility of the Dean/Associate Dean in which the academic appointment has been made to monitor the work of an Adjunct faculty member.

This policy specifies criteria, conditions, responsibilities, and limits for the appointment, reappointment, and termination of Adjunct faculty. The purpose of this policy is to ensure consistency and accountability in the selection, appointment, and treatment of Adjunct faculty.

**B. Criteria for Appointment**

- 1) Terminal degree or other significant professional qualifications or experience.
- 2) Established, independent record of excellent scholarly achievement
- 3) Support of a Faculty Council

**C. Conditions of Appointment**

- 1) Terms of appointment are normally three years, but shorter or longer terms may be approved.
- 2) The university reserves the right to discontinue or cancel any adjunct faculty appointment with two weeks’ notice. Should the faculty member’s conduct violate the university’s minimum acceptable standards for faculty at the university, the university reserves the right to terminate the adjunct faculty appointment immediately with no further obligation of any nature to the appointee.
- 3) Adjunct appointments do not receive remuneration from their appointment as adjunct faculty.

Remuneration from other types of university appointments is possible.

- 4) Adjunct faculty will normally be granted, as a courtesy, certain resources, to the degree that it is possible and desirable to grant them. Such resources will be specified in the appointment letter. These resources include but may not be limited to:
  - a) An ID card may be approved by the Dean/Associate Dean for the term of the adjunct appointment to allow access to the institution, e-mail, online learning platforms, digital teaching resources, and the Library.
  - b) E-mail accounts may be granted and require approval of the Dean/Associate Dean and Information Technology Services.
  - c) Full use of the Library, including electronic resources, may be requested for the term of the adjunct appointment.
  - d) Business cards may be provided, with the approval of the Dean/Associate Dean, and at the expense of the Faculty/School.
  - e) Adjunct appointees will be listed in the Undergraduate and/or Seminary Calendar, and in relevant Departmental/School communications. If names of adjunct faculty with their academic credentials are included in the calendar, transcripts of credentials must be on file with the University.
- 5) Adjunct faculty members must submit to the Dean/Associate Dean a report summarizing their contributions to the university. This report is due at the end of their term, prior to reappointment.

#### **D. Responsibilities of Adjunct Faculty Members**

- 1) Adjunct faculty members are invited to participate in the academic activities of the university.
- 2) While on campus or engaged in scholarly or academic work using their association with Ambrose, it is expected that Adjunct faculty, like other faculty members, will comply with all Ambrose policies.
- 3) On appointment, adjunct faculty members must complete an IT Confidentiality agreement.
- 4) Adjunct Professors are expected to acknowledge their affiliation with the university in all publications and scholarly works resulting from the adjunct appointment.
- 5) Adjuncts may teach as guest lecturers or other non-remunerated roles or with sessional contracts.
- 6) Adjunct faculty are encouraged to apply, where applicable, for external research grants to support their research programs and to provide training opportunities to students.

#### **E. Limits to Adjunct Appointments**

- 1) Adjuncts are representatives of the university; however, they should not purport to speak for, or on behalf of, the university.
- 2) Office space is not normally allocated to an adjunct faculty member.
- 3) Travel and other costs to and from the university will be the responsibility of the Adjunct.
- 4) To ensure that liability issues are addressed, an Adjunct faculty member must inform and seek approval from the Chair of the host unit before initiating any scholarly activity that uses a laboratory, studio, or any other facility.

- 5) Before an Adjunct Professor undertakes any research at the university that involves human participants, the project must be approved by the Research Ethics Board (REB). Projects which have undergone a Tri-Council review at the adjunct's home institution will be eligible for an expedited review by the REB.

**Associated Policies or Procedures:**

Adjunct Faculty: Procedure and Letter Template