

ADJUNCT FACULTY, RESEARCH ASSOCIATES AND VISITING SCHOLARS

Approval Authority	President
Responsible Executive	Vice-President Administration
Related Policies / Legislation	Appointment, Promotion, Suspension, and Termination (143) Research Centres and Institutes (211) Board Policy Direction: Human Resources Development and Management (BPD-225) Immigration and Refugee Protection Act University Act, s.27 (2)(g), 28 & 59 (2)(a)

PURPOSE

This policy provides a framework for the appointment of Adjunct Faculty, Research Associates, and Visiting Scholars, and is intended to be consistent with Policy 143: Appointment, Promotion, Suspension, and Termination.

SCOPE

This policy applies to all non-regular faculty members appointed to departments or schools as adjuncts, visitors, or associates, or similar positions for purposes of enhancing the university's teaching and/or learning objectives, as well as those who currently hold appointments in such positions.

DEFINITIONS

In this policy, the following definitions apply:

Adjunct Faculty or Professor is a non-remunerated academic appointment made to an individual who has special qualifications, expertise or potential to contribute to the academic mission of the university's teaching or research programs.

Research Associate is a non-remunerated, fixed term, appointment made to an individual who has the qualifications and expertise to contribute, as an external researcher, to the work of a university's research centres, laboratories or institutes. Note: Faculty Associates fall under the scope of Policy 211 – Research Centres and Institutes.

Visiting Scholar is normally an honorary, non-remunerated short term appointment made to an individual of distinction or special accomplishment who can enhance the university's profile through presentations to the university or in the community, and/or guest teaching.

POLICY

The University will appoint individuals as Adjunct Faculty, Research Associates or Visiting Scholars, when the appointment supports or expands its academic mission. Appointments to these positions will be made by the Provost, and following the recommendation of a Dean or Associate Vice-President, Research, Engagement and Graduate Studies.

CRITERIA FOR APPOINTMENT

The appointment of an Adjunct Faculty, Research Associate or Visiting Scholar shall show evidence of:

- an appropriate level of scholarship, as evidenced in a relevant academic degree, recent contributions to relevant academic or professional literature, or relevant professional practice; substantial professional experience may substitute for formal academic credentials;
- a significant and ongoing contribution to a field of expertise relevant to the university's programs of study; and
- a willingness and ability to contribute significantly to the academic mission of the university, and in particular to one of its programs, research centres, laboratories or institutes.

RESPONSIBILITIES OF APPOINTMENT

The responsibilities of an appointee will be specified in a Letter of Appointment, and may include, but not be limited to: maintaining an acceptable level of research or scholarship; faculty and student mentorship; student supervision; presentations; thesis advising; and assistance with grant applications.

Without exception, Adjunct Faculty, Research Associates and Visiting Scholars are required to conduct themselves in a manner expected of all faculty members and to abide by all university policies.

PRIVILEGES OF APPOINTMENT

Privileges of an appointee will be specified in the Letter of Appointment and may include Internet access; email account; library privileges; business cards; right to claim association; right to use the title; right to supervise students; and access to research and office space if available.

Nothing in this policy prevents an adjunct faculty, research associate or visiting scholar (with appropriate work permits) from formal sessional instruction but in such cases would do so under separate agreement and as approved by the appropriate selection advisory committee.

TERM OF APPOINTMENT

Unless specified otherwise, the term of appointment for an adjunct faculty will normally be three years, renewable on review. The term of appointment for a research associate or visiting scholar shall be established during the application process and normally be for one or two semesters, and may be renewable upon request and with the agreement of the host department or area.

PROCEDURES OF APPOINTMENT, RENEWAL AND TERMINATION

Schools or departments may recommend the appointment of an individual as an Adjunct Faculty. A recommendation must be presented in the form of letter from the head of a department or school to the Dean of the Faculty, confirming that the candidate is recommended by a majority of the members of that school or department for such an appointment and stating the reasons for the recommendation. The letter must be accompanied by the candidate's curriculum vitae and expression of interest.

Members of a research centre, institute or laboratory may recommend the appointment of an individual as a Research Associate. A recommendation must be presented in the form of letter from the principal investigator (PI) or the head of the research centre, institute or laboratory to the Associate Vice-President, Research, Engagement and Graduate Studies, and confirm that the candidate is recommended by the PI or the head of the research centre, institute or laboratory with support from its membership, and stating the reasons for the recommendation. The letter must be accompanied by the candidate's curriculum vitae and expression of interest and explain what research contribution will be expected from the candidate.

Schools or departments may recommend the appointment of an individual as a Visiting Scholar. A recommendation must be presented in the form of 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 and stating the reasons for the recommendation. The letter must be accompanied by the candidate's curriculum vitae and expression of interest.

All appointments, when approved by the Dean or the Associate Vice-President, Research, Engagement and Graduate Studies, shall be recommended to the Provost for final approval. If approved, the appointment will be communicated to the candidate in a letter of appointment from the Provost stating the terms of the appointment, including the privileges and responsibilities attached to the appointment.

Notwithstanding the definitions above, 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, and would require temporary work permits, must comply with Citizenship and Immigration Canada regulations, and should be recommended only after consultation with Human Resources. Procedures for situations of this kind will be available from the Manager of Recruitment Services in Human Resources.

RENEWAL PROCESS

Renewals for Adjunct Faculty shall be recommended by the department or school with appropriate justification and provided to the Dean of the Faculty at minimum three months prior to the end of the third year of appointment.

Renewals for Research Associates shall be recommended by the PI or head of the research institute, center or laboratory with appropriate justification and provided to the Associate Vice President, Research, Engagement and Graduate Studies at least one (1) month prior to 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 and/or Visiting Scholars, if approved by the Dean, will be recommended to the Provost and Vice-President, Academic, who will, if deemed appropriate, approve the renewal 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, he or she may do so by providing a letter of notice advising the Provost and Vice-President, Academic, of his or her decision and expressly relinquishing all rights extended under the appointment.

The university reserves the right to terminate an appointment at any time during the term, if in the discretion of the Provost and Vice-President, Academic, there are compelling reasons to do so. In the event of a termination by the Provost and Vice-President, Academic, the Adjunct Faculty, Research Associate or Visiting Scholar, will be notified in writing and will be deemed to have relinquished all rights and privileges extended to him or her in accordance with the terms of the notice.

Procedures: <https://www.ufv.ca/provost/adjunct-faculty-research-associates-and-visiting-scholars/>