



**BRANDON
UNIVERSITY**

Founded 1899

Policy on Adjunct Professors at Brandon University

Introduction

The category of Adjunct Professor is hereby created to enable the contributions of scholars and researchers who are not faculty members at Brandon University.

The following sections outline the regulations for the appointment of Adjunct Professors at Brandon University.

Type of Appointment

The category of Adjunct Professor shall be an academic appointment. Appointments to Adjunct Professor may be made by all academic departments at the University.

Method of Appointment

Appointment to Adjunct Professor will be made available to scholars and researchers who are not faculty members at Brandon University. An appointment will be made upon the recommendation of the appropriate department at the University through a letter of request signed by the majority of its members. Approval in writing shall be obtained by the Department from the Head of the organization, university or other institution normally employing the prospective appointee. The concurrence of the Dean of the Brandon University Faculty concerned is also required.

Final approval for the appointments rests with the President.

Term of Appointment

Appointment to Adjunct Professor shall be for a term of up to **three** years. The appointment may be renewed at the expiration of the term.

Although this is not an appointment under the Collective Agreement between the University and the Faculty Association, the Adjunct Professor shall be subject to that agreement should he/she be offered a sessional teaching appointment.

Rights and Responsibilities

The rights and responsibilities of an Adjunct Professor shall include:

- a) The Adjunct Professor may use the title of "Adjunct Professor at Brandon University."
- b) The Adjunct Professor may be the topics/thesis advisor, or serve on the topics/thesis committee of fourth-year or graduate students.
- c) Adjunct Professors may teach sessional courses for the Department at the stipend negotiated with the Faculty Association.
- d) The Adjunct Professor will not normally participate in the formulation and implementation of policy in the department/faculty.
- e) Adjunct Professors are responsible for maintaining a high level of scholarship and research during their appointment.

- f) If Adjunct Professors find they are unable to continue to perform the duties associated with the appointment, they should then relinquish their appointment.
- g) Adjunct Professors are expected to apply for external research grants to appropriate agencies (e.g. SSHRC, NSERC, Canada Council) to support their research programs and students. They may not apply to the University Research Committee for such support.

Financial

Adjunct Professors will receive no additional stipend because of their appointment as an Adjunct Professor, except as provided above in the event that they become sessional lecturers. They may be reimbursed out-of-pocket expenses, however, for travel while performing their duties as Adjunct Professors. These expenses shall be the responsibility of the Faculty concerned.

Guidelines for the Recommendation of Adjunct Professors

The following information and documentation is to be submitted to the President in support of recommendations for the appointment of Adjunct Professors prior to their consideration by the President. Any appointment as an Adjunct Professor must be recommended by the Dean of the appropriate Faculty.

1. A request letter signed by a majority of the members of the department in which the appointment is being made and signed by the appropriate Dean.
2. A letter of approval, where applicable, from the Head of the organization, university or other institution with which the Adjunct Professor is affiliated.
3. A curriculum vitae, including a complete list of publications.
4. It is essential that the specific duties to be performed by the prospective Adjunct Professor be clearly outlined.
5. Appointments which are being recommended must include a statement as to the specific budgetary arrangements which have been made to enable the appointee to participate in the nominating department.

Guidelines for the Recommendation of Reappointment of Adjunct Professors

If a department wishes to recommend the reappointment of an Adjunct Professor, it shall submit its recommendation through its Dean, to the President along with a clear statement of the contributions made by the nominee in his previous appointment. The nature of specific duties to be performed by the nominee during the proposed new term (see 5 above) must also be clearly stated. Such recommendation for reappointment will be considered and acted upon by the President.

Revised and approved by Senate Executive (as Senate) June 2011