

OCAD University Policy on Adjunct Professors

Academic programs may recommend, through their Dean, as Adjunct Professors individuals who are **not** faculty members of OCAD University whose knowledge, expertise and skills will contribute to the Program's research and teaching functions and/or respecting graduate students.

Such individuals must meet the equivalent standards to those that exist for Academic Tenure-Track positions in the Program and Faculty making the recommendation **and** will be actively engaged in research. OCADU values mutually beneficial associations with the Adjunct Faculty and particularly the services provided by Adjunct Professors as co-supervisors or advisors of graduate and undergraduate research students.

1. Appointment of Adjunct Professors

- (a) Adjunct Professors are nominated through the Chair of the Program with which the individual is to be associated.
- (b) Each nomination must be accompanied by a full *curriculum vitae*, and, where the nominee is an employee of an association, organization, post-secondary institution or business entity, by a statement from the nominee's employer indicating agreement with the appointment.
- (c) The Program Chair should include a statement indicating the salient features of the contributions the individual will make to the research program of the Program at the graduate and senior undergraduate levels and the mutual benefits the appointment will bring.
- (d) If the nominee is also to be considered a candidate for membership in Graduate Studies Faculty, "Nomination for Membership as faculty in Graduate Studies and Research", must be completed and submitted to the Office of Graduate Studies for review and approval as a member of graduate faculty.
- (e) Appointments of Adjunct Professors must meet the same academic and professional standards as those that exist for Academic Tenure-Track position in the Program making the recommendation. Recommendations for Adjunct Professors made by the Program must have the endorsement of the Dean of the Faculty with which the individual is to be associated, indicating the nominees meet these standards.
- (f) Each nomination is subject to the approval of the Dean of the Faculty and by the Vice-President, Academic.
- (g) The Vice-President, Academic will report regularly to the Academic Council and

the Board of Governors on all Adjunct Professor appointments.

(h) If the nomination is successful, the Vice-President, Academic shall invite the person to be an Adjunct Professor.

(i) An appointment will be at the pleasure of the Vice-President, Academic, who shall consult annually with the Dean of Faculty and/or Program Chair on the contributions of the individual to the Program.

(j) Adjunct Professors **serve without remuneration** from OCADU and shall not be considered as part of a Faculty's teaching complement nor will they be members of OCADFA.

(k) An Adjunct Professor may be employed as a sessional instructor. Such employment agreement is separate from Adjunct status.

(l) If an Adjunct Professor is subsequently employed as a Contractually Limited Term Appointment (CLTA), her/his appointment as Adjunct Professor will be suspended.

2. Rights and Responsibilities of Adjunct Professors

(a) Adjunct Professors may be recommended by undergraduate and/or graduate programs to serve as non-remunerated co-supervisors or advisors on research projects of undergraduate or graduate students, subject to all regulations of the student's Faculty and/or the Office of Graduate Studies. Adjunct Professors who are nominated by a Graduate Program to serve on supervisory committees for graduate students **must** be members of the Graduate Studies faculty.

(b) Adjunct Professors may be invited to attend those meetings of the Program(s) concerned with research and undergraduate or graduate student affairs.

(c) Adjunct Professors who are members of Graduate Studies may attend general meetings of all graduate faculty members.

(d) Adjunct Professors may serve in a consultative capacity on committees concerned with the assessment of graduate programs of OCADU.

(e) A graduate student under the supervision of an Adjunct Professor may carry out his/her research in the organization to which the Adjunct Professor belongs. In such cases the Adjunct Professor and his/her organization shall be responsible for the provision of the necessary equipment and services for the successful completion of the graduate research project.

(h) Adjunct Professors are eligible to apply through OCADU to external research granting agencies. In so doing such applications are subjected OCADU's policies and procedures for the administration and management of research grants and contracts,

including the ethical conduct of research and research integrity.

- (i) Adjunct Professors are not eligible to apply to the internal OCADU research or professional development funds for financial support of their research or professional activities.
- (j) Adjunct Professors must ensure that research with humans has the appropriate ethical approval and that work involving potential chemical, physical, environmental, or biological hazards meets regulatory standards. Adjunct Professors are responsible for ensuring that all trainees and employees on their research grants or contracts administered by OCADU receive appropriate training in relation to the above concerns.

3. Graduate Students under Adjunct Professors

- (a) A graduate student proposing to be co-supervised by an Adjunct Professor must apply in the customary way through the Office of Graduate Studies, the application and program of studies and research being approved by the Graduate Program Director prior to appropriate action by the Office of Graduate Studies.
- (b) A graduate student who receives financial support through an Organization shall not be paid at a rate that is significantly in excess of the customary rates of support for graduate students in the same Program. An exception may occur for students who are regular employees or employees on educational leave from an Organization.

4. General Regulations

- (a) The names of Adjunct Professors will be placed in a separate listing in the Calendar and Faculty listing. Reference should be made in these listings to the Organization to which the Adjunct Professors belong.
- (b) A statement should appear in each publication or report resulting from a research project for a thesis that the research was undertaken in partial fulfillment of the requirements for a Master's degree in a particular program. Support either through facilities or financial aid for the student should also be acknowledged in all reports and publications, including the thesis.
- (c) If the Adjunct Professor is a joint author with a student, both the name of the appropriate academic unit of the University and of the Organization should be used.
- (d) Adjunct Professors should be familiar with OCADU regulations and policies.