

	<h2 style="margin: 0;">Adjunct Professor Policy</h2>	
<b>CATEGORY:</b> Senate Policy	<b>APPROVAL DATE:</b> October 28, 2019	
<b>EFFECTIVE DATE:</b> November 1, 2019	<b>REVIEW DATE:</b> October 31, 2024	
<b>APPROVAL:</b> Senate		
<b>SPONSOR:</b> Vice-President, Academic & Provost		
<b>CONTACT:</b> Office of the Vice-President Academic & Provost		
<b>PREVIOUS VERSIONS:</b> JULY 2008		

### ACKNOWLEDGEMENTS

OCAD University wishes to acknowledge the following universities, whose related policies and guidelines provided background in the development of this policy: Brock; Carleton; Guelph; Nipissing; and Ontario Tech University.

### 1. POLICY

OCAD University [OCAD U] values mutually beneficial associations with external professionals and particularly the services they can provide in research arrangements and as co-supervisors or advisors of graduate and undergraduate research students.

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

### 2. ELIGIBILITY

The recommendation for Adjunct Professor is normally extended to individuals external to OCAD U whose professional background and qualifications have led to their active participation in joint undertakings, usually teaching and/or research, with OCAD U faculty. This may include retired OCAD U faculty and OCAD U Emeritus/Emerita faculty as well as individuals employed with/at an organization such as another academic institution, a government agency or industry, or retired from such employment.

Adjunct Professors must meet the same academic and professional standards as those that exist for Tenure-Track appointments with the Program making the recommendation. Recommendations for Adjunct Professors made by the Program must have the endorsement of the Dean of the Faculty in which the individual is to be associated, indicating the nominees meet these standards.

### 3. APPOINTMENT

#### (I) Process

- a. Adjunct Professors are nominated through the Chair or Graduate Program Director of the Program with which the individual is to be associated [the “Home Program”].

Each nomination must be accompanied by a *curriculum vitae* and should include a statement summarizing the contributions the nominee will make to research in the Home Program and the mutual benefits the appointment will bring.

- b. If the nominee is also to be considered a candidate for membership in Graduate Studies, the appropriate Graduate Studies nomination as per **Policy 6002: Membership in Graduate Studies** and membership forms must be completed and submitted to the Office of Graduate Studies for review and approval.
- c. Each nomination is forwarded to the Dean of Faculty or Dean of Graduate Studies for review. If the applicant meets the eligibility criteria and the Dean supports the nomination, the nomination package is then forwarded to the Vice-President, Academic & Provost for final approval.
- d. If the nomination is approved by the Vice-President, Academic & Provost, the Office of the Vice-President, Academic & Provost will invite the nominee to become an Adjunct Professor. The invitation should state the term of the appointment and clearly outline the Adjunct Professor’s roles and responsibilities.
- e. The Vice-President, Academic & Provost will annually report to Senate on the status of Adjunct Professor appointments.

#### (II) Term and Reappointment

- a. An adjunct appointment is for a maximum three years, depending on the recommendation of the Dean of Faculty, in consultation with the Home Program.
- b. Terms are renewable every three years or less, depending on the recommendation of the Dean of Faculty, in consultation with the Home Program. The Dean should be satisfied that the appointee has contributed to the Program’s research in accordance with the roles and responsibilities of the initial appointment and that the appointment will continue to be mutually beneficial to the Home Program and OCAD U.

### 4. RIGHTS AND RESPONSIBILITIES

- a. Adjunct Professors serve without remuneration from OCAD U and shall not be considered as part of OCAD U’s Faculty’s complement, nor will they be ranked or considered to be members of the Ontario College of Art & Design Faculty Association (OCADFA).
- b. Adjunct Professors may consult with faculty on teaching and may act as invited guest lecturers.
- c. Adjunct Professors may be recommended by undergraduate programs to serve as non-remunerated co-supervisors or advisors on research projects of undergraduate

students, subject to all regulations of the student's Faculty. Adjunct Professors should not be solely responsible for the supervision of undergraduate students.

- d. Adjunct Professors may be appointed to the Graduate Studies Faculty by application in the customary way through the Office of Graduate Studies. Adjunct Professors may only be appointed to the Graduate Studies Faculty as Associate Members in accordance with **Policy 6002: Membership in Graduate Studies**.
- e. Adjunct Professors may be invited to attend those meetings of the Home Program concerned with research and student affairs.
- f. Adjunct Professors are eligible to apply through OCAD U to external research granting agencies and to hold research contracts and may seek support from the Office of Research and Innovation that other eligible applicants would receive from OCAD U. Such applications and contracts are subject to OCAD U's policies and procedures for the administration and management of research grants and contracts, including **Policy 7001: Integrity in Research and Scholarship**.
- g. 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 and is conducted. Adjunct Professors are responsible for ensuring that all trainees and employees on their research grants or contracts administered by OCAD U receive appropriate training in relation to the above concerns.
- h. Adjunct Professors are not eligible to apply to the internal OCAD U research or professional development funds for financial support of their research or professional activities.
- i. Adjunct Professors may be subsequently hired as sessional instructors. Such employment is separate from their Adjunct status and is subject to the hiring processes and governed by the terms of employment outlined in the **Memorandum of Agreement** (between OCADFA and the University).
- j. If an Adjunct Professor is the successful candidate and hired into a: Teaching Intensive Stream (TIS) Appointment, Contractually Limited Term Appointment (CLTA), Continuing Appointment, Probationary Appointment or Tenured appointment at OCAD University, the appointment as Adjunct Professor will be suspended.

## 5. OTHER REGULATIONS

- a. Adjunct Professors should be familiar with applicable OCAD U regulations and policies.