University of Manitoba
Department of Environment and Geography
Policy on Adjunct Professors
(passed by Department Council September 1, 2005)

To enable the contributions of scholars and researchers who are not faculty members at the University of Manitoba, the status of adjunct professor is available. Adjunct professors are an important resource, providing graduate research and teaching expertise to complement and expand that available in the Department of Environment and Geography (herein Department).

The University of Manitoba no longer has “internal adjuncts”. Therefore, faculty members from other departments who wish to have official status in another department can do so by means of a nil appointment. A nil appointment should serve a similar purpose to that of adjunct professor and the same rules should apply. Therefore, this policy applies to nil appointments and the term “nil appointment” is also implied whenever the term “adjunct” is utilized.

Method of Recommendation
Individuals wishing to become adjunct professors in the Department must be recommended by an academic staff member of the Department who is seeking their cooperation and expertise. The value of this association to the Department must be thoroughly outlined, as well as activities with which the individual could become involved. This information package will be circulated amongst faculty members prior to evaluation and decision by the Department Head in conjunction with the Graduate Committee. S/he will then make a recommendation to the Dean of the Faculty of Environment, Earth and Resources for approval, which, if received, will then be forwarded to the Dean of Graduate Studies. Departmental Council will be apprised on the final decision.

Adjuncts must be involved in graduate supervision to be considered for appointment. Appointments are for three years with the possibility of renewal. Renewal is not automatic but subject to the same method of recommendation and review as that for a new appointment. Adjuncts cannot propose candidates for adjunct status.

Expectations and Responsibilities
The role of an adjunct professor centres on graduate research and education

An adjunct professor is expected to participate in departmental activities, such as:
- Graduate student supervision;
- Service on graduate student advisory committees;
- Teaching parts of, or entire graduate courses;
- Graduate curriculum development.

Adjunct professors who wish to be the primary supervisor for a graduate student will be expected to participate in teaching at the graduate level in the Department of Environment and Geography.
Normally, an adjunct will not be allowed to assume the role of primary advisor for more than two students at any one time, although there is no such limitation on advisory committee membership. The decision to allow more than two graduate students to be supervised concurrently will be made by the Graduate Student Committee with the Department Head

Adjunct professors are expected to familiarize themselves with and follow departmental and university regulations and procedures related to all university activities in which they are involved. The Department Head will provide a copy of this policy to all adjuncts at the time of their appointment. Adjuncts will be included on the circulation lists for seminars as well as departmental council meeting notices and minutes.

Adjunct professors must be involved in graduate supervision to be considered for appointment. Adjunct professors will assume a full administrative role on advisory committees of graduate students under their supervision. In cases where the adjunct is primary advisor to a graduate student, a regular departmental faculty member will normally serve as a co-advisor on their student’s advisory committee. Specifically, if an adjunct is the advisor to a graduate student at the Ph.D. level, there must be at least one regular department faculty member on the student’s committee as an advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as an advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as an advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor. If an adjunct is the advisor to a graduate student at the masters level, there must be at least one regular department faculty member on the student’s committee as a co-advisor.

The advisor is expected to ensure compliance with the procedures and regulations governing graduate students. In cases where the physical location or some other factor prevents an adjunct advisor from ensuring compliance with procedures and regulations, the regular faculty co-advisor will be called upon by the Department Head to address these issues. Adjuncts that are the primary supervisor of graduate students must ensure that the committee has an additional departmental member, in addition to the departmental co-advisor. No committee where an adjunct is the primary supervisor can include more than one other adjunct.

Adjunct professors are expected to attend Graduate Seminars. They are further expected to participate in Department Council meetings as non-voting members when possible, and are encouraged to attend departmental functions.

Material published by the student under the supervision of an adjunct that is or will comprise part of the student’s thesis must acknowledge the student’s affiliation with the Department and the University of Manitoba in the journal or report by-line.

**Activity Report**

Adjunct professors will provide a short written report outlining their activities in the department as adjunct professors to the Department Head by February 1 each year. The Head may seek feedback from members of the department regarding an adjunct professor’s performance. Reappointment will be contingent upon meeting the expectations and fulfilling the responsibilities outlined above. An adjunct’s appointment will be discontinued if no report is been provided by the second February 1st deadline of their appointment.