



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>ADJUNCT PROFESSORS</b>
<b>Effective Date:</b>	October 23, 1975
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<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Dean of Graduate Studies
<b>Application:</b>	Deans/Directors/Department Heads

### Introduction

At the graduate level important areas of research and teaching often transcend the boundaries of a single department/unit and it is therefore in the best interests of the University to provide an opportunity for scholars and researchers to participate in the graduate work of more than one department/unit. This type of interdepartmental cooperation is of special importance to small departments/units where the addition of one or more scholars may well provide the strength needed to carry forward its graduate program.

Cooperative research currently takes place in several research units at the University through formal or informal arrangements made by individuals to facilitate the sharing of research efforts between departments/units. To facilitate such interdisciplinary research and also to enable the contributions of scholars and researchers who are not faculty members at the University of Manitoba, the category of Adjunct Professor was created.

The following sections outline the regulations for the appointment or re-appointment of Adjunct Professors to be engaged in graduate supervision and teaching at the University of Manitoba.

## **Type of Appointment**

The category of Adjunct Professor shall be an academic appointment. Appointments to Adjunct Professor may be made in those departments/units offering graduate programs in the Faculty of Graduate Studies at the University of Manitoba.

## **Method of Appointment**

### a) Appointment of Internal Adjunct Professors:

Within the University of Manitoba, appointment to Adjunct Professor shall be approved by the Head of the department/unit seeking the appointment, Head of the appointee's own department/unit, and the appropriate Budget Deans. Notification of appointment, including all appropriate documentation (see "Guidelines for Appointment of Internal Adjunct Professors"), will be forwarded to the Dean of Graduate Studies who will report the appointment to the Board of Graduate Studies for information.

Appointments will be made on President's Form No. 1, a copy of which will be forwarded to the Faculty of Graduate Studies.

### b) Recommendation for Appointment of External Adjunct Professors:

Appointment to Adjunct Professor will also be made available to scholars and researchers who are not faculty members at the University of Manitoba, following the Guidelines for Recommendation for Appointment of External Adjunct Professors. Recommendation for an appointment in such instances will be made with the approval of the Head of the appropriate department/unit at the University of Manitoba with the approval of the Head of the organization, university or other institution normally employing the prospective appointee, the appropriate Budget Dean and the Dean of Graduate Studies. The recommendation for appointment will be reported to the Board of Graduate Studies for information.

All appointments will be made on President's Form No. 1. Original forms will be forwarded to the Faculty of Graduate Studies for administrative approval.

## **Terms 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. The length of the term must reflect the time required to perform the duties specified (See Item 6 of Guidelines for Appointment/ Recommendation of Adjunct Professors). This is not an appointment under the Tenure By-law of the University of Manitoba. In the case of a regular staff member of the University who holds an Adjunct Professorship it is the duty of the regular department/unit Head to make recommendations regarding status, salary and promotion of staff members, but the department/unit Head of the department/unit in which the Adjunct Professor appointment is made has the responsibility of reporting to the regular department/unit Head on the contribution made by the Adjunct Professor.

## **Rights and Responsibilities**

The rights and responsibilities of an Adjunct Professor shall include:

- a) The Adjunct Professor may be the thesis/practicum supervisor or co-supervisor of, or serve on the thesis/practicum committee for, graduate students registered in the Faculty of Graduate Studies. In the event that the appointment of an Adjunct Professor expires before the graduate students have completed their programs, the Head of the department/unit shall be responsible for recommending re-appointment or naming a replacement.
- b) An Adjunct Professor who is on the staff of an organization, university or other institution which is not a part of the University of Manitoba may not supervise the thesis of a student who is an employee or an employee on leave if the employee and Adjunct Professor are directly involved in a supervisor/supervisee (supervisee/supervisor) relationship from the same organization, university or other institution.
- c) The Adjunct Professor will normally participate in the formulation and execution of graduate studies policy in the department/unit.
- d) The Adjunct Professor shall be a member of the Faculty of Graduate Studies.
- e) An Adjunct Professor is responsible for maintaining a high level of scholarship and research during his/her appointment. The Adjunct Professor's advice on the choice of thesis/practicum topics for graduate students should be of a standard consistent with the philosophy and practice of the department/unit.
- f) If the Adjunct Professor finds that he or she is unable to continue to perform the duties associated with the appointment he/she should then relinquish the appointment.
- g) Adjunct Professors are encouraged to apply, where applicable, for external research grants to appropriate agencies (e.g. Social Sciences and Humanities Research Council, Canada Council, Natural Sciences and Engineering Research Council, Medical Research Council, etc.) to support their graduate research programs and students. They may also apply to the Research Grants Committee of the University of Manitoba for such support.
- h) Adjunct Professors are expected to acknowledge their affiliation with their sponsoring department/unit at the University of Manitoba in all publications and scholarly works resulting from the Adjunct appointment.

It is the responsibility of the Head of the department/unit in which the adjunct appointment has been made, or the Chair of the department/unit Graduate Committee as his/her designate to supervise and monitor the work of an Adjunct Professor. Any inadequacies in the duties and/or performance of an Adjunct

Professor will be addressed by the Head or the Chair of the Graduate Committee of the department/unit in which the adjunct appointment has been made and the Dean of Graduate Studies and may result in the termination of the adjunct appointment. Where appropriate, the Head or Chair of the Graduate Committee may consult the members of the department/unit's Graduate Committee to ensure that students are being treated fairly and professionally.

## **Financial**

Adjunct Professors who are employees of the University of Manitoba will receive no additional stipend because of their appointment as an Adjunct Professor. Generally, the same will be true of Adjunct Professors from the staff of organizations, universities or other institutions which are not part of the University of Manitoba. However, this does not preclude the Head of a University of Manitoba department/unit, from recommending payment, budgets and other circumstances permitting, for the teaching of a particular course requested by the Head and provided by an Adjunct Professor from such an outside organization, university or other institution.

## **Guidelines for the Appointment of Internal Adjunct Professors**

The following information and documentation is to be submitted to the Dean of Graduate Studies in support of the appointment or re-appointment of internal Adjunct Professors.

1. The appointee has a Ph.D. or equivalent relevant degree or experience and demonstrated commitment to research and scholarship. Academic and scholarly qualification and expertise must be relevant to the sponsoring department/unit's activities. The department/unit will determine if the qualifications of the Adjunct appointee are suitable. Any specific exceptions unique to the department/unit should be addressed in the department/unit's Graduate Studies Supplemental Regulations.
2. A copy of President's Form No. 1 signed by the department/unit Head and the appropriate Budget Dean in which the appointment is being made.
3. For internal University appointments, written approval of the appointee's own department/unit Head must be submitted.
4. A curriculum vitae.
5. A complete list of publications.
6. It is essential that the specific duties to be performed by the prospective Adjunct Professor be clearly outlined. For example, will the nominee be supervising or co-supervising graduate students, serving on Master's thesis committees, Ph.D. advisory committees, teaching a graduate course, conducting seminars, etc.? The names of the graduate student(s) and specific course number(s) are to be indicated.

## **Guidelines for the Recommendation for Appointment of External Adjunct Professors**

The following information and documentation is to be submitted to the Dean of Graduate Studies in support of the recommendation for appointment of external Adjunct Professors.

1. The appointee has a Ph.D. or equivalent relevant degree or experience and demonstrated commitment to research and scholarship. Academic and scholarly qualification and expertise must be relevant to the sponsoring department/unit's activities. The department/unit will determine if the qualifications of the Adjunct appointee are suitable. Any specific exceptions unique to the department/unit should be addressed in the department/unit's Graduate Studies Supplemental Regulations.
2. The original President's Form No. 1 signed by the department/unit Head and the appropriate Budget Dean in which the appointment is being made.
3. For appointments from the staff of organizations, universities, or other institutions which are not part of the University of Manitoba a letter of approval from the Head of the organization, university or other institution must be submitted.
4. A curriculum vitae.
5. A complete list of publications.
6. It is essential that the specific duties to be performed by the prospective Adjunct Professor be clearly outlined. It is incumbent on those recommending the appointment/ re-appointment to show how student(s) will benefit from this appointment. For example, will the nominee be supervising or co-supervising graduate students, serving on Master's thesis committees, Ph.D. advisory committees, teaching a graduate course, conducting seminars, etc.? The names of the graduate student(s) and specific course number(s) are to be indicated.

This policy supersedes the previous policy on Adjunct Professorships and all previous statements on Adjunct Professorships.