

Guidelines for Adjunct Professors

These guidelines concern the appointment of Adjunct Professors at the University of Prince Edward Island, and outline the rights and responsibilities of Adjunct Professors during the period of their appointment.

These guidelines apply to all Adjunct Professor appointments at UPEI, regardless of faculty or department. When these guidelines are applied in a non-departmentalized faculty/school, the Faculty/School and Dean will assume the roles of Department and Department Chair, respectively.

Adjunct Professor appointments are status-only non-salaried positions at UPEI. The objectives, purpose or nature of adjunct appointments will vary depending on the specific requirements of the department, but persons recommended for appointment will normally have educational qualifications and academic experience appropriate for appointment as a faculty member in the department to which the appointment is recommended.

Eligibility and Nature of Appointments

Typical candidates will hold or will have held a post-secondary faculty or research appointment or will have a combination of qualifications and experience that allow them to contribute meaningfully to scholarly activity within the academic unit. Adjunct Professors are normally, although not necessarily, members of external organizations. They may be independent scholars, or they may be employees of UPEI not classified as faculty (e.g., Research Scientist).

Adjunct Professors are typically asked to undertake duties associated with undergraduate and graduate programs, including but not limited to student training, overseeing student research, serving on student supervisory committees, co-supervising theses and serving on comprehensive and thesis examining committees.

Adjunct Professors may contribute in a limited, informal capacity to aspects of a degree course, provided such contributions are incidental to their duties and responsibilities as an Adjunct Professor. Substantive teaching assignments must be made in accordance with the UPEI FA1 Collective Agreement.

Appointment as Adjunct Professor will normally be for the period of up to three years, renewable following review by the Department. Adjunct Professors who wish to contribute to graduate student training must also be appointed to the Graduate Faculty of UPEI, according to the UPEI policies and procedures. Application for Adjunct and Graduate Faculty status can be made concurrently.

Whereas the appointment will normally be for a three year period, the respect Dean or the Vice President, Research and Graduate Studies reserves the right to unilaterally terminate the relationship at any time without cause and without notice to the Adjunct.

Any faculty member may bring forward to their Department the name of an individual for consideration for appointment as an Adjunct Professor. The nomination should reflect a substantial shared interest between the nominating faculty member and the nominee with respect to their mutual expertise in research, graduate student supervision or professional service. If the nomination is successful, the nominating faculty will then serve as the Faculty Mentor for the Adjunct Professor. The Faculty Mentor assumes certain responsibilities with respect to supervision of the Adjunct Professor, as defined in the Rights, Privileges and Responsibilities section.

The Department's consideration of the nominee will include an evaluation of her/his qualifications and links with the University. Other evaluation criteria, approval procedures, and criteria for renewal of appointments, will vary from department to department, but must be in keeping with documented departmental procedures and practices.

Where involvement with the University is likely to be substantive, the Department Chair should receive confirmation in writing that the institution employing the Adjunct Professor permits the appointment and that the institution will allow the appointee to fulfil the agreed responsibilities and cooperate with the University on all matters in the University's jurisdiction.

The Chair of the Department or his/her designate will forward any recommendation to the Dean, outlining the academic/professional qualifications of the nominee and the nature of his/her relationship with faculty at UPEI.

Adjuncts are listed in the UPEI calendar with their departmental affiliation.

Rights, Privileges and Responsibilities

For the purposes of their appointment, the Adjunct Professor reports to the Chair of the Department.

For the purposes of direct supervision, the Faculty Mentor is responsible for monitoring the activities of the Adjunct Professor. In that regard, the Department Mentor, with the assistance (if requested) of relevant personnel in the Office of Research Services (e.g., the Strategic Research Initiatives Manager), will orient the Adjunct appointee concerning all relevant university, college, department, unit and laboratory policies, procedures, certifications and approvals required for the Adjunct appointee to conduct the agreed activities legally, safely and in accordance with University policy. Faculty Mentors should refer to the checklists provided by UPEI Human Resources to acquaint adjuncts with standard operating procedures (Supervisor's Orientation Checklist; New Laboratory Worker Orientation for Practical Biosafety Checklist).

An Adjunct Professor may not be the sole Principal Investigator on a research grant or contract. However, an Adjunct Professor is permitted to be a Co-Principal Investigator on a grant or contract where the Faculty Mentor is a Co-Principal Investigator. The Faculty Mentor is responsible for reviewing and approving all Research Administrative Approvals Forms and applications for research funding that will flow through the University should they be successful. The Faculty Mentor also is responsible for approving research project

administration by the Adjunct Professor for projects where the appointee, in their capacity as Adjunct Professor, is a Co-Investigator. The Faculty Mentor may call upon relevant personnel in the Office of Research Services (e.g., the Research Grants Coordinator) for assistance with these responsibilities.

Adjunct Professors may not have sole signing authority on research accounts. The Faculty Mentor and the Chair are responsible for co-signing all research expenditures. In addition, the Faculty Mentor is responsible for ensuring that all research expenses are based on those approved by the funding agency and is, therefore, ultimately responsible for any over-expenditures. The Faculty Mentor may call upon relevant personnel in the Office of Research Services (e.g., the Research Accounting Finance Officer) for assistance with these responsibilities.

At the discretion of The Chair and/or the Faculty Mentor, Adjunct Professors may be allowed to be involved in the hiring (by the University) and supervision of term and casual staff in support of research conducted at UPEI under an approved UPEI grant or contract, in accordance with all UPEI policies and procedures. The Faculty Mentor must sign off on all Personnel Transaction Forms.

Adjunct Professors may co-supervise graduate students at the MA, MSc or PhD level (depending on the Adjunct appointee's qualifications and experience), subject to separate approval of Graduate Faculty status as governed by UPEI policies. The Faculty Mentor takes full responsibility for ensuring that graduate students co-supervised by the Adjunct Professor are adequately funded and supervised.

The Chair will be responsible for granting certain privileges and requesting services on behalf of the Adjunct appointee, the nature of which may vary over the term of the appointment. A departmental file will be maintained for each Adjunct appointee, and wherever possible, the agreed privileges, rights and responsibilities should be outlined in writing and placed in the file. Such privileges, rights and responsibilities expire at the conclusion of the appointment and renewal of privileges is dependent on review and renewal of the appointment.

Privileges might include, as required, available, and approved:

- Provision of office or workstation space
- After-hours access to the place of work
- Laboratory privileges
- Access to the library and associated services
- Access to the UPEI computer networks and a UPEI email account
- Inclusion in departmental mailing lists
- Invitation to departmental, college or university meetings, seminars and activities, as appropriate

During the appointment term, Adjunct appointees have permission to note their UPEI affiliations on business cards from their home institution or organization, after consultation with UPEI Integrated Communications. Adjunct Professors may use the UPEI logo, coat of

arms and other UPEI insignia only with the specific approval of the Dean. Other privileges may be accorded at the discretion of the Department following consultation with the Dean.

During the appointment term, Adjunct Professors are expected to acknowledge their affiliation with their sponsoring department at UPEI in all publications and scholarly works resulting from the adjunct appointment.

While on campus or engaged in scholarly or academic work using their association with UPEI, it is expected that Adjunct Professors, like other faculty members, will comply with all UPEI policies. Stewardship of resources associated with research must be scrupulous, transparent, and comply with all University and funding agency policies and regulatory requirements.

Should the appointment of an Adjunct Professor not be renewed, or should the appointment end during its term, the Chair is responsible for notifying all relevant departments and units of such an action. The Faculty Mentor is responsible for ensuring that all research and research accounts on which the Adjunct Professor is a Co-Investigator are managed according to the terms and conditions of the award. The Faculty Mentor also is responsible for ensuring, in consultation the graduate student's Supervisory Committee, that graduate students co-supervised by the Adjunct Professor retain adequate mentorship and financial support to complete their degrees, contingent on satisfactory performance.

Status in Regard to Services in Support of Research

The status of Adjunct Professor does not automatically confer internal status with respect to access to and costing of research services provided by the University (e.g., certifications, communication devices, lease of space, animal holding). The relevant Dean or designate will determine whether a particular service is provided and charged at internal or external rates on a case-by-case basis, and this decision will depend principally on the scholarly, educational and/or intellectual property benefits accruing to the Faculty as a result of the project for which the service is requested.

Liability and Legal Issues

Prior to their appointment, an Adjunct Professor will be made fully aware that their association with UPEI is not in any way to be construed as an employee/employer relationship. Further indication that there is not an employment relationship is evidenced by the fact that the Adjunct designation can be terminated by UPEI at any time without cause or notice to the Adjunct.

While Adjunct status does not bring with it all the privileges accorded to full-time or sessional Professors, Adjuncts are members of the University community and the appointment requires that any Adjunct behaves in accordance with all policies and procedures to which full-time or sessional Professors are required to adhere.

To ensure that liability issues are addressed, an Adjunct Professor must inform and seek approval from the Chair, and receive appropriate training and certification, before initiating any activity in a laboratory, teaching hospital, diagnostic service laboratory, animal holding facility, or any other facility.

Staff employed by the appointee's institution and supervised by the appointee cannot work at UPEI unless an Invitee Access Agreement has been completed, approved, and all stipulations regarding training and certification have been satisfied.