

**Guidelines for Affiliate Academic Appointments
Office of the Vice-President, Academic and Research
University of Prince Edward Island**

1. Purpose

Affiliate academic appointments acknowledge significant ongoing contributions to teaching, research, scholarship and/or service activities at UPEI. They may hold an academic appointment at another academic institution or external organization. Affiliate appointments are not members of the UPEI Faculty Association.

2. Designations of Appointment

Appointments can be made with the designations of Affiliate Professor or Affiliate Librarian, at any of their available ranks, or with other designations as appropriate.

3. Eligibility and Qualifications

An affiliate academic member holds a full-time position outside of UPEI. Independent or self-employed researchers may be appointed to an affiliate academic position if their contributions are deemed significantly beneficial to the academic unit. The following criteria are used to determine suitability for an affiliate academic appointment:

- 1) Evidence of significant contributions or willingness to contribute to teaching, research, scholarship, service, and/or other forms of activities relevant to a program at UPEI; and
- 2) Evidence of a relevant academic degree, appropriate level of scholarship, or contributions to relevant professional practice.

4. Duration and Dates of Appointment

The affiliate academic appointment is made on a limited term basis of up to three years. These appointments may begin at any time during the year although normally they begin on July 1.

5. Remuneration

Affiliate academic appointments are courtesy positions that have no entitlement to remuneration.

6. Privileges of Affiliate Academic Status

The privileges associated with an affiliate academic appointment may include, but are not limited to: a right to refer to their affiliation to UPEI in research publications; service on committees; and access to the UPEI Library. Affiliate academic members may be invited by the Chair/Dean/University Librarian (UL) to participate in service activities or other roles that may be beneficial to the programs in the department, except committee positions reserved for Faculty Members under the UPEI / UPEIFA Collective Agreement.

7. Distinction between Adjunct and Affiliate Academic Members

Several distinctions exist between adjunct and affiliate academic appointments.

Adjunct Faculty Member	Affiliate Academic Member
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.	A nomination does not require a substantial shared interest between the nominee and individual members of the academic unit.
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.	Affiliate academic members are not involved in the hiring (by the University) or supervision of term and casual staff in support of research conducted at UPEI under an approved UPEI grant or contract.
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.	Affiliate academic members cannot co-supervise graduate students, but may apply for an additional adjunct appointment for which this co-supervision can occur.

8. Procedure for Nomination and Appointment

Nominations for an affiliate academic appointment are prepared and submitted by the Dean or University Librarian to the Office of the Vice-President, Academic and Research (VPAR), or designate, for review and approval. The nomination should include the rationale and a recent CV of the candidate.

9. Procedure for Reappointment

For consideration of reappointment, the incumbent shall submit a report of their activities during the affiliate appointment, along with an updated CV, to the sponsoring Dean. The procedure for reappointment proceeds as outlined above for the appointment procedure.

10. Termination

Affiliate appointments expire on the date specified in the appointment letter by the VPAR or designate, or upon notice by the University. Normally, one month of notice is required, however under exceptional circumstances, UPEI may terminate the appointment with shorter notice.

Approved May 3, 2024, by the UPEI Senate.