

Guidelines for Adjunct Faculty

Revised Date: April 20, 2021

Responsibility: Vice-President Academic and Research

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

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

Eligibility and Nature of Appointments

Adjunct 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. Normally, 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. Candidates with a combination of life experiences and knowledge (e.g., Indigenous Scholars) who can contribute to the diversity of the academic unit will be given full consideration.

Adjuncts are normally, although not necessarily, members of external organizations; they may be independent scholars, or employees of UPEI not classified as tenured/tenure-track faculty (e.g., Research Scientist).

Adjunct appointees are normally asked to undertake duties associated with undergraduate programs, including but not limited to training and overseeing research.

Adjuncts 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. Substantive teaching assignments must be made in accordance with the UPEIFA BU1 Collective Agreement.

Appointment as Adjunct will normally be for the period of up to three years, renewable following review by the Department. Adjuncts 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 Vice President Academic & Research in consultation of the respective Dean reserves the right to unilaterally terminate the relationship at any time without cause and without notice to the Adjunct.

Any faculty member can bring forward a candidate to their Department Chair or Dean or University Librarian for consideration for appointment as an Adjunct. The Department Chair or Dean or University Librarian can initiate the nomination process. The nomination should reflect a substantial shared interest and active formal interaction between faculty members of the academic unit and the nominee with respect to their mutual expertise in research, academic instruction, or professional service. If the nomination is successful, the Department Chair or Dean or University Librarian will then serve as the Supervisor for the Adjunct, as defined in the Rights, Privileges and Responsibilities section.

The Department's consideration of the nominee will include an evaluation of their qualifications and relationship with the University. The Chair of the Department will forward any recommendation to the Dean, outlining the academic and professional qualifications of the nominee and the nature of their relationship with UPEI.

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

Rights, Privileges and Responsibilities

For the purposes of their appointment, the Adjunct reports to the Department Chair or Dean or University Librarian.

For the purposes of direct supervision, the Department Chair or Dean or University Librarian is responsible for monitoring the activities of the Adjunct. In that regard, the Department Chair or Dean or University Librarian, will orient the Adjunct appointee concerning all relevant university, faculty, 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. Department Chairs or Deans or University Librarian should refer to the on-boarding checklists provided by UPEI Human Resources to acquaint adjuncts with standard operating procedures.

An Adjunct Faculty may not be the sole Principal Investigator on a research grant or contract. However, an Adjunct is permitted to be a Co-Principal Investigator on a grant or contract where a Faculty member of the academic unit is a Co-Principal Investigator. The Department Chair or Dean or University Librarian 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 Department Chair or Dean or University Librarian is

also responsible for approving research project administration by the Adjunct for projects where the appointee, in their capacity as Adjunct Faculty, is a Co-Investigator.

Adjuncts may not have sole spending authority on research accounts. The Department Chair/Dean or University Librarian and the Faculty member serving as Co-Principal Investigator are responsible for co-signing all research expenditures. In addition, the Department Chair or Dean or University Librarian is responsible for ensuring that all research expenses are based on those approved by the funding agency and is, therefore, ultimately responsible for the appropriateness of any expenditures.

At the discretion of the Chair or Dean or University Librarian, Adjuncts may be allowed to participate 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 Chair or Dean or University Librarian must sign off on all Personnel Transaction Forms.

The Chair or Dean or University Librarian 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 may 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, faculty 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. Adjuncts 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, Adjuncts 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 Adjuncts, like other faculty members or librarians, 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 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 Chair or Dean or University Librarian is responsible for ensuring that all research and research accounts on which the Adjunct is a Co-Investigator are managed according to the terms and conditions of the award.

Status in Regard to Services in Support of Research

The status of Adjunct Faculty 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 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 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 professors, university librarians or sessional instructors, Adjunct faculty 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 faculty or sessional instructors are required to adhere.

To ensure that liability issues are addressed, an Adjunct must inform and seek approval from the Chair or Dean or University Librarian, 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.