

## Adjunct Professor

**Category:** Academic;

**Jurisdiction:** Provost and Vice President, Academic; Senate Academic Committee; Board Learning & Liaison Committee;

**Approval Authority:** Senate & Board of Governors;

**Established on:** September 14, 1978;

**Amendments:** Senate: March 16, 2012; May 11, 2020; September 14, 2020; Board of Governors: February 1, 2013; June 5, 2020; June 12, 2020 (editorial); November 26, 2020; Senate: March 13, 2023; Board of Governors: May 4, 2023;

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The title, “Adjunct Professor,” reflects a mutually beneficial scholarly association between the University and the candidate.

If the candidate is a tenured or tenure-track faculty member of Lakehead University they are directed to Part II regarding Internal Adjunct Professors, otherwise the candidate is directed to Part I of the policy regarding External Adjunct Professors.

### Part I. External Adjunct Professor

#### Recommendation and Appointment of a New External Adjunct Professor

An appointment as External Adjunct Professor is formal recognition of an association between Lakehead University and a person who does not hold a regular academic appointment at the University (tenured, tenure-track or limited-term appointment), but who possesses skills and/or knowledge relevant to teaching and research activities of the University and the priorities identified in the University’s Academic and Research Plans. A candidate for appointment as External Adjunct Professor need not satisfy the qualifications normally expected of a regular faculty appointment.

The candidate is recommended by the Chair/Director of the appropriate Academic Unit following normal Academic Unit procedures. The recommendation is forwarded to the Dean of the appropriate Faculty. In the case of interdisciplinary interests, the Chairs/Directors of the appropriate Academic Units will jointly recommend to the Dean(s) of the Faculty(ies) concerned following the normal procedures of the Faculty(ies). Each recommendation must be accompanied by a full curriculum vitae of the candidate and an explanation of the purpose of the appointment.

Upon approval of the Faculty(ies) and Dean(s), the Dean(s) will forward the documentation to the Provost & Vice-President (Academic) for review (including assessment of whether the proposed terms of the appointment are subject to any associated agreements), consideration and approval of the terms of their appointment.

Upon approval of the Provost and Vice-President (Academic), the Provost and Vice-President (Academic), will forward the documentation and recommendation for approval to the President for approval by the President or President's delegate.

The recommendation to appoint the External Adjunct Professor will then be presented by the President to the Senate for approval and to the Board of Governors for ratification. Upon ratification by the Board, the candidate will be informed of the approval, in writing, by the Board.

In the event that the candidate is employed by another organization or institution, a letter of notification to their immediate supervisor at that institution shall be sent following ratification of the appointment.

The duration of the new External Adjunct Professor appointment is flexible and may be up to a maximum of, but not exceed, four years.

### **Renewal of an External Adjunct Professor Appointment**

An appointment as External Adjunct Professor is subject to review by the Academic Unit(s) concerned before reappointment at the end of the term. The appointment may be renewed subject to the mutual agreement of the person concerned, the Academic Unit(s), and Dean(s) of Faculty(ies), subject to the normal procedures of the Faculty(ies). Once the Dean(s) has/have accepted or rejected the renewal, the renewal documentation must be forwarded to the Provost & Vice-President (Academic) for approval by the President or President's delegate. The President will present the renewal to the Senate for information only. The Dean(s) will notify the External Adjunct Professor of the renewal.

The duration of a renewal of an External Adjunct Professor appointment is flexible and may be up to a maximum of, but not exceed, four years.

### **Rights and Responsibilities of an External Adjunct Professor**

External Adjunct Professors may:

- supervise or co-supervise the research work of students proceeding toward either a Baccalaureate or graduate degree, subject to all regulations pertaining to the student's Academic Unit(s) and the Faculty of Graduate Studies, if applicable.
- be asked to give a seminar(s) or lecture(s) on a subject relevant to their expertise or to participate in other activities pertaining closely to expertise in accordance with the Academic Unit(s) requirements.
- be the Principal Investigator on external funding applications and be given signing authority on a research account in accordance with the University's policies

External Adjunct Professors shall:

- attend those Academic Unit(s) meetings where their presence is requested.
- be responsible for arranging provision of resources, equipment, and services for the successful completion of student research projects conducted under their co-supervision.

## **General Regulations**

External Adjunct Professors are not normally voting members of any University committee apart from voting on thesis and/or dissertation committees.

The name of the External Adjunct Professor shall be placed in a separate listing in the Calendar and in such other listings as the Chair(s)/Director(s) of the appropriate Academic Unit(s) and his/her Dean(s) deems appropriate. Reference should be made in these listings to the organization or institution (if any) to which the External Adjunct Professor belongs.

A statement should appear in each publication or report resulting from a research project or a thesis involving a student indicating that the research was undertaken in partial fulfillment of the requirements for a graduate degree in a particular Academic Unit of the University. Support, either through facilities or financial aid for the student, should also be acknowledged in all reports and publications, including the thesis.

If the External Adjunct Professor authors a scholarly or creative product using the resources of the University, both the name of the appropriate Academic Unit(s) of the University and the name of the institution should be used.

Subject to the terms of their appointment and to any associated agreements, External Adjunct Professors may be able to utilize University equipment, material, request library privileges, and other services. Acknowledgement for such support should be given in any subsequent publication or report.

## **Part II. Internal Adjunct Professor**

### **Recommendation and Appointment of a New Internal Adjunct Professor**

A candidate for Internal Adjunct Professor must be a tenured or tenured-track faculty member of Lakehead University. The candidate is recommended by the Chair/Director of the appropriate Academic Unit following normal Academic Unit procedures. The recommendation is forwarded to the Dean of the appropriate Faculty. In the case of interdisciplinary interests, the Chairs/Directors of the appropriate Academic Units will jointly recommend to the Dean(s) of

the Faculty(ies) concerned following the normal procedures of the Faculty(ies). Each recommendation must be accompanied by a full curriculum vitae of the candidate and an explanation of the purpose of the appointment.

Upon approval of the Faculty(ies) and Dean(s), the Dean(s) will forward the documentation to the Provost & Vice-President (Academic) for approval by the President or President's delegate. The recommendation to appoint the Internal Adjunct Professor will be presented by the President to the Senate for approval and then to the Board of Governors for ratification. Upon ratification by the Board, the candidate will be informed of the approval, in writing, by the Board.

The duration of the new Internal Adjunct Professor's appointment is flexible and may be up to a maximum of, but not exceed, four years.

### **Renewal of an Internal Adjunct Professor Appointment**

A review will be conducted of an Internal Adjunct Professor appointment by the Academic Unit(s) concerned prior to renewal of the appointment. The Internal Adjunct Professor appointment may be renewed subject to the mutual agreement of the person concerned, the Academic Unit(s), and Dean(s) of Faculty(ies), subject to the normal procedures of the Faculty(ies). Once the Dean(s) has/have accepted or rejected the renewal, the renewal documentation must be forwarded to the Provost & Vice-President (Academic) for approval by the President or President's delegate. The President will present the renewal to the Senate for information only. The Dean(s) will notify the Internal Adjunct Professor of the renewal.

The duration of a renewal of an Internal Adjunct Professor appointment is flexible and may be up to a maximum of, but not exceed, four years.

### **Rights and Responsibilities of an Internal Adjunct Professor**

Internal Adjunct Professors may:

- supervise or co-supervise the research work of students proceeding toward either a Baccalaureate or graduate degree, subject to all regulations pertaining to the student's Academic Unit(s) and the Faculty of Graduate Studies, if applicable.
- be asked to give seminar(s) or lecture(s) on a subject relevant to their expertise or to participate in other activities pertaining closely to their expertise in accordance with the Academic Unit(s) requirements.

Internal Adjunct Professors shall:

- attend those Academic Unit(s) meetings where his/her presence is requested.
- be responsible for arranging the provision of the resources, equipment and services for the successful completion of student's research projects conducted under their co-supervision.

### **Graduate Students Being Supervised by or Working under Internal Adjunct Professors**

Full-time students under the supervision or co-supervision of Internal Adjunct Professors are subject to the same conditions and rules as those which govern the academic activities of other graduate students in the Academic Unit(s).

### **General Regulations**

Within the Academic Unit(s) where the Internal Adjunct has been appointed, the Internal Adjunct Professor may be selected to serve on the Academic Unit(s)' Graduate Studies Advisory Committee(s) on the same basis as other members of the Academic Unit(s). Apart from this exception, an Internal Adjunct Professor may not be a member of another Academic Unit's Committee or of the Faculty Council, unless these committees or Council requests his/her presence (either voting or non-voting).

The Internal Adjunct Professor will be listed in the Academic Unit(s)' entry(ies) in the Calendar under the appropriate rank and will have their home department(s)/school(s) listed beside their name, a notation which will serve to identify them as an Internal Adjunct Professor. In addition, under the "Academic Staff" heading of the Calendar, the Internal Adjunct appointment of the member will be noted. In other listings, the Chair(s)/Director(s) of the Academic Unit(s) and

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his/her Dean(s) should reference the home department(s)/school(s) to which an Internal Adjunct Professor belongs.

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**Review Period:** 7 years;

**Next Review Period:** 2029-2030;

**Related Policies and Procedures:** None;

**Policy Superseded by this Policy:** None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Governance Policy Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-343-8010 Ext. 7929 or Email: [univsec@lakeheadu.ca](mailto:univsec@lakeheadu.ca).