



Professional Associate

Category: Academic;

Jurisdiction: Provost and Vice President, Academic; Senate Academic Committee;

Approval Authority: Senate;

Established on: June 18, 1992;

Amendments: February 28, 2003; May 14, 2004; November 2012; September 14, 2020; February 11, 2021 (editorial).

The granting of the title “Professional Associate” established a mutually beneficial association between the 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 some special professional skill or learning of value consistent with the priorities set out in the University’s Academic and Research Plans, and who is primarily engaged in professional practice outside of the University.

The title “Professional Associate” may be granted for any of the following purposes in recognition of:

- the sharing of professional expertise;
- the importance of liaison with professional organizations, communities or agencies;
- the importance of offering relevant field experience to University students in professional/clinical settings;
- the contribution of individuals through guest lecturers, seminars and presentations;
- the valuable contribution that professionals can provide in the overall education of students through professional roles of supervising and counselling, and through personal interaction;

- the expertise and contribution that professionals make in analyzing teaching/learning situations within clinical/professional settings, as well as taking the responsibilities for writing professional experience reports and evaluating field experiences.

Recommendation and Appointment of a New Professional Associate

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. If the candidate accepts the invitation, the recommendation to appoint will be presented by the President and to the Senate for approval. The Dean(s) will notify the Professional Associate of the appointment.

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

The duration of the new Professional Associate's appointment is flexible and may be up to a maximum of, but not exceeding, four years.

Renewal of a Professional Associate Appointment

The appointment may be renewed subject to the mutual agreement of the person concerned, the director of the Professional Associate's institution, the academic unit(s) and Dean of the Faculty(ies), subject to the normal procedures of the Faculty(ies). When the Dean(s) accept/s a renewal, the documentation must be forwarded to the Provost & Vice-President (Academic)

and the Registrar. The President will present the renewal to the Senate for information only. The Dean(s) will notify the Professional Associate of the renewal.

Rights and Responsibilities of a Professional Associate

A Professional Associate may;

- supervise the 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 offer a seminar annually or to lecture on a subject pertaining closely to her/his field of professional competence in accordance with the academic unit(s) requirements.
- undertake such other tasks as deemed appropriate by the University or academic unit.

A Professional Associate serves the University in that capacity without remuneration from the University.

General Regulations

Professional Associates may be invited to serve on University-sponsored Advisory Committees.

The name Professional Associate 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 Professional Associate belongs.

Professional Associates will receive an I.D. card issued by the Library which entitles them to Library privileges.

Professional Associates will receive a Lakehead University e-mail address issued by Human Resources in accordance with Lakehead University policies.

Review Period: 7 years;

Date for Next Review: 2027-2028;

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 Policy Governance 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: 807-346-7929 or Email: univsec@lakeheadu.ca.