

Academic: Adjunct Professor

Effective Date: 14 September 1978

Approved by: Senate (14 February 1978) and the Board of Governors (14 September 1978) (Revised by Senate 28 February 2003 and the Board of Governors 1 May 2003) (Revised by Senate 14 May 2004 and the Board of Governors 17 June 2004)(Revised by Senate 25 November 2005 and the Board of Governors 11 November 2005); **insert date**

Adjunct Professor

The granting of the title “Adjunct Professor” reflects some mutually beneficial scholarly association between the University and the candidate.

The title “Adjunct Professor” may be granted for any of the following purposes:

- To allow supervision or co-supervision of graduate or undergraduate students subject to all relevant Lakehead University regulations;
- To contribute to other scholarly pursuits of the department, school, or Faculty;
- To facilitate the pursuit of independent or collaborative research.

If the candidate is a tenured or tenure-track faculty member of Lakehead University or of the Northern Ontario School of Medicine (West Campus) 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

A candidate for External Adjunct Professor is a person who is not a tenured or tenure-track member of the faculty. 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 and Dean, the Dean will forward the documentation to the Provost & Vice-President (Academic) for approval by the President or President's delegate. The recommendation to appoint the External 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 candidates are 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

There will be an annual review of the External Adjunct Professor appointment by the academic unit(s) concerned. 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 has 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

He/she 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.

He/she may be asked to give a seminar(s) or lecture(s) on a subject or other activities pertaining closely to his/her field of professional expertise in accordance with the academic unit(s) requirements.

He/she should attend those academic unit meetings where his/her presence is requested.

He/she may be responsible for arranging provision of resources, equipment, and services for the successful completion of the student's research project undertaken in his/her establishment with him/her as the co-supervisor.

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/Director of the appropriate academic unit and his/her Dean 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 purpose of their appointment, External Adjunct Professors may utilize University equipment, material and services under the same terms and conditions which apply for regular academic staff. Acknowledgement for such support should be given in any subsequent publication or report.

External Adjunct Professors may request an I.D. card issued by the Library which entitles him/her to Library privileges and use of the athletic facility.

External Adjunct Professors will receive a Lakehead University e-mail address issued by Human Resources in accordance with Lakehead University policies.

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 or of the Northern Ontario School of Medicine (West Campus). 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 and Dean, the Dean 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 candidates are 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

There will be an annual review of the Internal Adjunct Professor appointment by the academic unit(s) concerned. 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 has 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

He/she 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.

He/she may be asked to give a seminar(s) annually or to lecture on a subject or other activities pertaining closely to his/her field of professional competence in accordance with the academic unit(s) requirements.

He/she should attend those academic unit meetings where his/her presence is requested.

He/she may be responsible for arranging the provisions of the resources, equipment and services for the successful completion of the student's research project undertaken in his/her establishment with him/her as the co-supervisor.

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 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 on the same basis as other members of the academic unit. 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).

All Internal Adjunct Professors will be listed in a given academic unit's entry in the Calendar under the appropriate rank and will have their home departments listed beside their names, 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/Director of an academic unit and his/her Dean should reference the home department to which an Internal Adjunct Professor belongs.