

Policy Number:	1512
Policy Title:	Adjunct and Visiting Appointments
Approved by:	President
Approval date:	February 16, 2014
Effective date:	February 16, 2014
Review date:	May 2, 2023
Next review date:	May 2028

1. Policy Statement

- 1.1. The Board of Governance has vested the President & Vice-Chancellor of University Canada West (“UCW” or the “University”) and his/her designate with the power and authority to establish standards of professional conduct, rules, regulations, terms, and conditions of employment, which are not in conflict with provincial or federal statutes. This policy outlines the purpose of Adjunct and Visiting Appointments.
- 1.2. Appointments to an Adjunct or Visiting role will depend upon the strategic value to the University and the individual’s likely or actual contribution to teaching, research, community and international efforts, and other activities of the University.

2. Purpose

- 2.1. The purpose of an Adjunct or Visiting Appointment is to:
 - 2.1.1. enable the University to maximize its use of academic and professional talent in the broader community to enrich the student experience;
 - 2.1.2. assist the University in the pursuit of its mission; and
 - 2.1.3. establish a mutually beneficial formal relationship between the individual and the University.
- 2.2. Such appointments acknowledge the contributions or potential contributions to teaching, research, community, international efforts, academic programs, and professional leadership that persons who are not usually employed by the University or its teaching bodies make to its everyday operations or longer-term goals. The University honours these people by conferring on them a title that reflects their academic and/or professional standing, and the activities they may undertake within the University.
- 2.3. The purpose of this policy is to identify those persons eligible for an Adjunct or Visiting Appointment and to describe the terms and conditions for such appointments.

3. Scope

- 3.1. The Policy applies to all Adjunct and Visiting Appointments at the University.

4. Definitions

- 4.1. These definitions apply to terms as used in this Policy and all associated procedures and guidance documents.

Term	Definition
Adjunct Appointment	An honorary faculty appointment as described in section 5.
Appointee	An individual who has received an Adjunct or Visiting Appointment from the University.
Visiting Appointment	A Visiting Faculty Member or Visiting Scholar
Visiting Faculty Member	A temporary faculty appointment that includes teaching responsibilities, as described in section 6.
Visiting Scholar	A temporary faculty appointment that does not include teaching responsibilities, as described in section 7.

5. Adjunct Appointments

- 5.1. An Adjunct Appointment maximizes the opportunity to draw upon expertise from outside the University, which will enhance teaching, research, and other approved activities.
- 5.2. The title may be used in conjunction with an appointment at the levels of Professor, Associate Professor, and Assistant Professor.
- 5.3. Adjunct Appointments are honorary appointments, while sessional appointments are employment/contractual appointments. Adjunct faculty are not sessional instructors and would not be the instructor of record for a course unless formally approved for employment and offered such a position by the Vice President, Academic.
- 5.3.1.1. Adjunct appointments are normally made for a period of not less than one academic term and no more than five (5) years. The appointee will have access to University facilities and resources in support of their role.
- 5.4. A person holding an Adjunct Appointment is not eligible for any University Board, Council, or Committee membership.
- 5.5. A person holding an Adjunct Appointment may be asked to act on an advisory panel or to perform other advisory functions at the University.

- 5.6. A person holding an Adjunct Appointment is expected to comply with all University policies and the terms and conditions of their appointment during the term of the Adjunct Appointment.
- 5.7. An honorarium may be paid to a person holding an Adjunct Appointment.

6. Visiting Faculty Members

- 6.1. Persons appointed to Visiting Faculty Memberships will normally:
 - 6.1.1. Simultaneously hold a position as a professor at another post-secondary institution, either within Canada or overseas, to which they are expected to return; or
 - 6.1.2. Be an academic or person of distinction from within Canada or overseas who is deemed to be worthy of the title by virtue of their academic eminence and/or qualifications.
- 6.2. Appointment as a Visiting Faculty Member is to enable a limited-term contribution to the teaching, research, international efforts, and scholarship activities of the University.
- 6.3. It is expected that a Visiting Faculty Member will contribute to teaching, research, community, and international efforts, or other activities of the University as agreed, during the limited term period of their appointment.
- 6.4. An appointment of a Visiting Faculty Member may be for one academic term and up to a maximum of two (2) years.
- 6.5. Visiting Faculty Members are expected to comply with all University policies and the terms and conditions of their appointment during the term of the Visiting Appointment.
- 6.6. Visiting Faculty Members are unpaid and not eligible for pension and benefits. Visiting Faculty are encouraged to make private arrangements for benefit plans and insurance coverage.

7. Visiting Scholars

- 7.1. Individuals appointed as Visiting Scholars will normally hold simultaneously a position as an academic, other than Professor, either within Canada or overseas.
- 7.2. Appointment as a Visiting Scholar is to enable a limited-term contribution to the research, international efforts, and scholarship activities of the University. Unlike Visiting Faculty Members, Visiting Scholars are not expected to contribute to teaching efforts.
- 7.3. It is expected that a Visiting Scholar will contribute to research, community, and international efforts, or other activities of the University as agreed, during the limited term period of their appointment.

- 7.4. An appointment of a Visiting Scholar may be for one academic term and up to a maximum of two (2) years.
- 7.5. Visiting Scholars are expected to comply with all University policies and the terms and conditions of their appointment during the term of the Visiting Appointment.
- 7.6. Visiting Scholars are unpaid and not eligible for pension and benefits. Visiting Scholars are encouraged to make private arrangements for benefit plans and insurance coverage.

8. Authority to Appoint

- 8.1. Adjunct and Visiting Appointments will be made by the President. Such appointments will normally be upon the advice of the relevant Department Chair and/or Vice President, Academic.
- 8.2. The University will verify all academic credentials and work experience of the person before awarding an Adjunct or Visiting Appointment.
- 8.3. All Adjunct and Visiting Appointments must be reported by the Vice-President, Academic at the next regularly scheduled meeting of the Senate following the appointment.

9. Termination of Appointments

- 9.1. An Adjunct or Visiting Appointment may be terminated at any time by either the Appointee or the University. If an Adjunct or Visiting Appointment is terminated, the associated title for the Appointee will be withdrawn by the University as of the date of termination.
- 9.2. In the case of termination by the University, such action would normally be taken if the continuation of the appointment is considered to not be in the best interest of the University.

10. Responsibility

- 10.1. This policy is administered under the authority of the Vice-President, Academic, who is responsible for the maintenance of this policy and the associated procedure.
- 10.2. Human Resources is responsible for maintaining records associated with Adjunct and Visiting Appointments at the University.

11. Records

- 11.1. Records associated with Adjunct and Visiting Appointments must be retained and disposed of in accordance with of in accordance with the document retention policies of the University.

12. Applicable legislation

- None

13. Related Policies

Policy Number	Policy Title
2001	Conflict of Interest and Conflict of Commitment
8001	Respectful Workplace
8003	Standard of Conduct
8004	Travel and Entertainment Expense Management
8008	Acceptable Use of Information Technology Resources
8021	Remote Work

14. Related Procedure

Procedure Number	Procedure Title
1512p	Adjunct and Visiting Appointments