

Procedure Number:	1512p
Procedure Title:	Adjunct and Visiting Appointments
Approved by:	President
Approval date:	May 2, 2023
Effective date:	May 2, 2023
Review date:	-
Next review date:	May 2028

1. Purpose

1.1. This Procedure is designed to support Policy No. 1512, Adjunct and Visiting Appointments. The Procedure explains how to make such appointments at the University.

2. Definitions

2.1. Refer to the definitions in Policy No. 1512, Adjunct and Visiting Appointments.

3. Responsibilities

3.1. Adjunct and Visiting Appointments are made by the President on the advice of the Vice-President Academic and the relevant Department Chair.

4. Procedure

4.1. Step 1 – Nomination package is prepared.

4.1.1. The Nomination Package should clearly state the name of the candidate, the name of the nominator (Department Chair or VPA), and the position the candidate is nominated for:

4.1.1.1. Adjunct (Assistant Professor, Associate Professor, or Professor)

4.1.1.2. Visiting Faculty Member

4.1.1.3. Visiting Scholar

4.1.2. Using the language of the Policy, the Nomination Package should state why this nominee should be appointed to this particular category. In particular, the Nominating Package should describe the candidate’s 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.

4.1.3. The Nomination Package must include an up-to-date curriculum vitae for the candidate.

4.2. Step 2 – The Nomination Package is forwarded to the Vice-President Academic.

4.2.1. The VPA will engage Faculty Relations who will work with HR to verify the academic credentials and work experience of the candidate.

4.2.2. Faculty Relations will report the verification of same to the VPA.

4.2.3. The VPA writes a memo to the President recommending the appointment and the term of the appointment. This memo should include any honorarium that is to be paid as part of the appointment.

4.3. Step 3 – The Nomination Package is forwarded to the President.

4.3.1. The complete package with the VPA memo is forwarded to the President for sign off on the appointment.

4.4. Step 4 – The signed off appointment is processed.

4.4.1. Once the appointment is signed by the President, it is returned to the Vice-President Academic for processing by Faculty Relations and HR.

4.4.2. An appointment letter is issued, and honorarium (if any) is processed.

4.4.3. The VPA reports the appointment to the next regularly scheduled Senate meeting following the appointment.