

Approval Date: May 13, 2011 Effective Date: July 1, 2011

Parent Policy: [Academic Colleagues Policy](#)

Adjunct Academic Colleagues Procedure

Office of Administrative Responsibility:	Faculty Relations and Academic Services (Human Resource Services)
Approver:	Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community

Overview

Adjunct Academic Colleagues enable the University to benefit from contributions of scholars, researchers and practitioners who are not otherwise affiliated with the University of Alberta, and to recognize and encourage interaction between the University and persons in business, government and the arts. Adjunct Academic Colleague appointments may also be used by University academic units to recognize the participation of a faculty member from one University of Alberta unit in the academic work of another unit.

The University of Alberta acknowledges the contributions of Adjunct Academic Colleagues, a group of individuals who provide service to the University without the expectation of compensation. Although these individuals are not members of the **Academic Staff** as they do not fall within the definition pursuant to the *Post-Secondary Learning Act*, the University needs to ensure there is structure governing their selection, appointment, evaluation and termination in order to protect this valued relationship.

Purpose

The purpose of this procedure is to outline the steps to appoint Adjunct Academic Colleagues.

PROCEDURE

The appointment as an Adjunct Academic Colleague will be made by the Dean of the Faculty and is subject to the appointment procedures of the appointing Faculty. The nature and extent of the adjunct academic staff member's involvement in teaching and/or research will be decided by the Faculty.

Adjunct Academic Colleagues will be subject to and bound by all relevant policies and procedures of the University of Alberta and the rules and regulations set out by the appointing Faculty.

1. SELECTION

Selection criteria will be determined by each Faculty. The nomination package should include the following:

- a. The mutual benefits of the proposed arrangement.
- b. A description of the proposed working relationship between the candidate and the Faculty.
- c. A clear outline of the duties to be performed by the prospective Adjunct Academic Colleague including a list of goals and expectations which will be evaluated annually.

2. APPOINTMENT

The Dean of the Faculty is authorized to make the appointment following a review of the nomination package.

Each Adjunct Academic Colleague will receive a formal letter of appointment which outlines the terms and conditions of the relationship. The letter of appointment will include:

- a. The term of appointment (usually two, three or five year terms.)
- b. The procedures for evaluation
- c. A termination clause
- d. The procedures for dispute resolution
- e. The procedures for re-appointment
- f. The privileges (as described below)
- g. A list of relevant University Policies and Procedures (e.g. research, conflict of interest, professional misconduct, grading, discrimination, computing services, use of University property, intellectual property, etc)

Criteria for titles and clinical ranks will be determined by each Faculty, documented, and uniformly applied.

3. PRIVILEGES

Although Adjunct Academic Colleagues do not have the same rights and privileges as academic staff, privileges extended to Adjunct Academic Colleagues on the effective date of the appointment are as follows:

- a. Issuance of a University ONECard
 - I. Library privileges deemed appropriate by the chief librarian to that status.
 - II. ii. Access to Physical Education facilities upon payment of an annual user fee.
- b. Entitlement to a secondary computing ID to be used for University purposes.
- c. Eligible to University parking with rates as defined by the *Parking Services Fee Structure*.
- d. Eligibility for membership in the Faculty Club.
- e. Listing in the University Calendar.

4. EVALUATION

Annual reviews of performance will be completed and each Faculty will establish performance criteria and processes for the assessment of appointees.

5. TERMINATION AND REAPPOINTMENT

The Dean can terminate the appointment at any time if the Adjunct Academic Colleague is unavailable for a material period of time to carry out the duties or fails to comply with applicable policies, procedures, protocols or other requirements of the University.

If the Adjunct Academic Colleague wishes to resign, he/she is encouraged to give the Faculty as much notice as possible to ensure that alternative arrangements can be made.

Reappointments occur at the discretion of the Dean.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲ Top\]](#)

Adjunct Academic Colleagues	See <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i>
Academic Staff	A staff member of the University of Alberta and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i>

FORMS

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[Adjunct Academic Colleague Appointment Form](#)

RELATED LINKS

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[Post-Secondary Learning Act](#) (Government of Alberta)

[Parking Services Fee Structure](#) (University of Alberta)