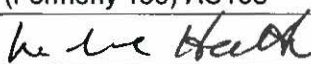


Policy #	(Formerly 159) AC103
Approved by:	
Name:	M. Hatton
Title:	Vice President Academic
Approval Date:	June 25, 2012
Policy Holder:	Vice President Academic
Administrative Contact:	Associate Vice President Academic
Replaces Policy Dated:	Nov. 1, 2005
Review Date:	June 25, 2017

## Appointment of Adjunct Professors Policy

### Purpose/Rationale:

The Humber College Institute of Technology & Advanced Learning (hereafter referred to as "Humber" or "College") increasingly values the development of closer relationships with government, business, industry and social/cultural institutions. Corporations, non-profit organizations, government laboratories, research agencies and public service departments are typical in having on their staffs many highly qualified scholars, scientists, professionals and technical staff who can assist in the work of Humber, particularly the facilitation of learning and scholarship. In order to recognize in a formal way those individuals who can be particularly active and helpful in Humber programming, but who normally hold full-time positions with other institutions, the institute has created the position of Adjunct Professor.

**This document is available in alternate format on request.**

### Scope:

This policy applies to all Humber schools and departments.

### Definitions:

**Adjunct Professor:** a status-only academic appointment; usually for a period of three years. As a status-only appointment, it is not normally remunerated by Humber.

### Policy:

#### 1. Appointment

- 1.1 Where a School or Department identifies a need for expertise in certain areas it may nominate a candidate to become an Adjunct Professor.
- 1.2 Persons eligible for appointment to the position of Adjunct Professor are those who are singularly qualified because of their research, technical expertise and ability to contribute to the learning enterprise to make a significant and consistent contribution at an advanced level to Humber. Such persons will normally have background credentials appropriate to an academic appointment in the particular School.

1.3 In particular circumstances, persons holding appointments at other institutions of higher education may be appointed to the role of Adjunct Professors.

1.4 The appointment will be for up to three years, renewable once. Reappointments will require evidence of contributions made during the previous term.

## **2. Privileges**

2.1 Appointees will be accorded access on the same basis as members of faculty to library, computing, athletic, recreational, and other facilities in Humber. Office and research space may be provided where appropriate and available.

2.2 Adjunct Professors may participate in Departmental and Faculty meetings at the invitation of the School Dean.

## **3. Remuneration**

3.1 Normally there will be no remuneration associated with such appointments. Privileges associated with the appointment constitute "payment in kind" for services rendered.

3.2 However, where appropriate, and within the terms of the Collective Agreement and Human Resources Policies, stipends may be offered for teaching services.

## **References:**

N/A

## **Appendices:**

N/A

## **Related Procedure:**

Appointment of Adjunct Professor Procedure

<b>Procedure #</b>	AC103 P1
<b>Related Policy Name &amp; #</b>	AC103
<b>Approved by:</b>	Vice President Academic
<b>Approval Date:</b>	June 25, 2012
<b>Replaces Procedure Dated:</b>	November 1, 2005
<b>Admin. Contact(s):</b>	Associate Vice president Academic
<b>Review Date:</b>	June 25, 2017

## **Appointment of Adjunct Professors Procedures**

### **Purpose:**

This procedure establishes guidelines for the Appointment of an Adjunct Professor.

**This document is available in alternate format on request.**

### **Definitions:**

*Adjunct Professor*: a status-only academic appointment; usually for a period of three years. As a status-only appointment, it is not normally remunerated by Humber.

### **Procedures:**

#### **1. Appointment Procedures**

- 1.1 Appointments and reappointments will be recommended by the School Dean or Department Director to the Vice President Academic in writing with an accompanying rationale, complete biography and duties and responsibilities.
- 1.2 The Vice President Academic will take the recommendation to the Degree Council for review.
- 1.3 Following approval by the Vice President Academic, the appointment letter will go under his/her signature copied to the Human Resources Department which will maintain a record of all such appointments and related dates. Adjunct appointments are atypical.
- 1.4 The duties and responsibilities will be determined by the School Dean. In general, Adjunct Professors may be asked to undertake duties similar to those of regular faculty members, typically at the degree level and above. This may include teaching courses; being on reporting, examining and appeal committees; and overseeing student research and high profile placements. Adjunct Professors are eligible to apply for internal and external research grants (including NSERC and SSHRC grants) in support of research performed or supervised at Humber.

#### **2. Remuneration**

Normally there will be no remuneration associated with such appointments. However, where appropriate, and within the terms of the Collective Agreement and Human



Resources Policies, stipends may be offered for teaching services.

**References:**

Appointment of Adjunct Professors Policy