

Procedure #	AC103 P1
Related Policy Name & #	AC103
Approved by:	Vice President Academic
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Admin. Contact(s):	Associate Vice president Academic
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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