



**Senate**

Policy Name	Adjunct Professor Policy
Policy Number	CAPP 2013 01
Origin	Committee on Academic Policy and Planning (CAPP)
Authority	Senate
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Supersedes	n/a
Last Updated	n/a
Effective from	March 25, 2013
Review/Retirement Date	March 25, 2018
Responsibility for Revision	Committee on Academic Policy and Planning
Responsibility for Implementation	Chair of CAPP

**Purpose:**

To enable the University to benefit from the expertise of qualified individuals who are not full-time employees of Mount Saint Vincent University

**Scope:**

Academic departments

**Definitions:**

Adjunct Professorships are honorary appointments to a relevant academic department of individuals with appropriate qualifications who are not full-time employees of Mount Saint Vincent University.

**Policy:**

Adjunct Professors shall be nominated by academic departments and approved by the President on the advice of the Vice-President Academic. The term of an Adjunct Professorship shall be for up to five years and may be renewed.

## Adjunct Professors

- shall have library privileges, access to work space and faculty lounges, mailboxes, telephone and voicemail services, and computer accounts, including e-mail, as required and as available
- may participate in any department activities, including department meetings, though they may not vote
- may contribute to program and curriculum development
- may teach courses at the University under the provisions of the Collective Agreement with CUPE Local 3912
- may serve on thesis committees and/or other appropriate committees
- may be invited to deliver guest lectures, either independently or in a relevant course
- may apply for external funding to be administered by Mount Saint Vincent University during the term of the appointment
- may join the academic procession at Convocations
- shall receive invitations to University gatherings.

Within the limits of the Adjunct Professor Policy, responsibilities and privileges shall be agreed upon by the candidate, the department Chair, and the appropriate Dean.

### **Procedures:**

The Chair, on behalf of the department, shall forward to the appropriate Dean a written nomination, including with the nomination the rationale for the appointment, proposed duties, and a statement of the candidate's qualifications (normally the curriculum vitae). When the candidate does not already hold an academic appointment, letters of recommendation may be requested. Normally, the nomination shall include an outline of the benefits foreseen through the affiliation.

The Dean shall forward the nomination, together with her own recommendation, to the Vice-President Academic. On the advice of the Vice-President Academic, the President shall issue a formal offer of appointment as adjunct to the candidate. A copy of Senate's Adjunct Professor Policy shall accompany the letter of appointment.