

1.0 POLICY STATEMENT

- 1.1 This policy establishes the processes for appointing Adjunct Faculty and Visiting Scholars as a means of recognizing and promoting academic programs and fields of study which are consistent with MacEwan University's mandate, strategic plan, and mission.

2.0 PURPOSE

- 2.1 Adjunct Faculty and Visiting Scholars contribute to the University by participating in or leading collaborative Scholarship, by enhancing the University's profile in the larger community, and/or by contributing to the learning environment.
- 2.2 Adjunct Faculty and Visiting Scholars are bound by all applicable University policies during the period of their association with the University.

3.0 APPLICABILITY

- 3.1 The following criteria apply to Adjunct Faculty and Visiting Scholars:
- 3.1.1 The individual must be external to the University.
 - 3.1.2 The individual must have a doctoral degree and/or be a recognized expert in a particular field with a record of scholarly achievement, such that an Adjunct Faculty or Visiting Scholar appointment would add prestige to the university.
- 3.2 Adjunct Faculty and Visiting Scholars are not employees of the University and therefore are not entitled to University compensation or benefits.
- 3.2.1 The Adjunct Faculty title is recognized as an honour bestowed by the University and carries no remuneration.
 - 3.2.2 Visiting Scholars may be granted an honorarium at the discretion of the Faculty or School managing the appointment.
- 3.3 With respect to external research grants administered by the University:
- 3.2.1 Adjunct Faculty can be the Principal Investigator on an external research grant administered by the University.
 - 3.2.2 Visiting Scholars cannot be the Principal Investigator on an external research grant administered by the University.

4.0 DEFINITIONS

Adjunct Faculty

Individuals of distinction established in a particular field who are appointed for at least a three-year period.

Principal Investigator

The leader of a team who is responsible for the conduct of the research and/or creative activities.

Scholarship

Scholarship, as defined in MacEwan's mandate statement, means both research and creative activity.

Visiting Scholars

Individuals established in a particular field, who are visiting the University from outside institutions or organizations for a period of 3 to 12 months.

5.0 POLICY ELEMENTS**5.1 Roles and Responsibilities**

- 5.1.1 The Provost & Vice-President, Academic is the policy holder.
- 5.1.2 Faculties and Schools are responsible for establishing specific selection criteria for Adjunct Faculty and Visiting Scholars consistent with the general criteria established by this policy.
- 5.1.3 Deans are responsible for reviewing Adjunct Faculty and Visiting Scholar nominations recommended by departments, and/or Faculties/Schools, approving nominations, and establishing the conditions for the appointment.
- 5.1.4 Departments and/or Faculties/Schools are responsible for receiving applications and nominating individuals for Adjunct Faculty or Visiting Scholar status.
- 5.1.5 The Provost & Vice-President, Academic approves Adjunct Faculty nominations recommended by Deans on behalf of the President.

5.2 Appointments of Adjunct Faculty and Visiting Scholars

- 5.2.1 Adjunct Faculty are expected to meet the following appointment criteria: (a) significant and ongoing contributions to a field of study relevant to programs of study within a Faculty/School, (b) willingness and ability to contribute to the intellectual life of a department and Faculty/School, and (c) evidence of an appropriate level of Scholarship, such as recent contributions to relevant academic or professional literatures, or relevant professional practice.
 - 5.1.2.1 The Office of the Provost & Vice-President, Academic, in consultation with the Dean, will draft a letter of appointment specifying the duration of the Adjunct Faculty appointment and the responsibilities of the individual, including expectations. Expectations outlined in the letter may include the following: (a) maintaining an acceptable level of Scholarship, (b) student supervision and/or adjudication, (c) project advising, (d) presentations and/or guest lecturing.
- 5.2.2 Each recipient of a Visiting Scholar appointment shall receive a letter of invitation from the Dean specifying the duration of, and expectations for, the particular visitor, including performance expectations, academic presentations, and/or guest teaching.

5.3 Administration of Appointment

- 5.3.1 Adjunct Faculty and Visiting Scholars may receive MacEwan University services, such as library privileges and network access, and other associated services, and may use MacEwan University's mail address and letter head during the period of their association with the University. MacEwan University services are granted as a courtesy and upon the recommendation of the department Chair and Dean.
- 5.3.2 Provision of office and/or laboratory space for Adjunct Faculty and Visiting Scholars is the responsibility of the Faculty or School managing the appointment, subject to availability of space.
- 5.3.3 After appropriate review, an Adjunct Faculty or Visiting Scholar appointment may be renewed subject to the approval.
- 5.3.4 If Adjunct Faculty or Visiting Scholars wish to terminate their appointment, individuals may do so by providing a letter of notice to the hosting department, Dean, and Provost & Vice-President, Academic.
- 5.3.5 The University reserves the right to terminate an Adjunct Faculty or Visiting Scholar appointment if the Provost & Vice-President, Academic, in consultation with the Dean, determines there are compelling reasons to do so. In the event of a termination, the Adjunct Faculty member will be notified in writing by the Provost & Vice-President, Academic.
- 5.3.6 The sponsoring Faculty or School shall arrange for Adjunct Faculty and Visiting Scholars to receive any required University orientation and training.

6.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Animal Research Ethics
- Electronic Mail
- Employee Code of Conduct
- Ethical Review of Research with Human Participants
- Postdoctoral Fellows
- Records Management
- Responsible Conduct of Research and Creative Activity

7.0 ACCOUNTABILITY

Policy Sponsor

Provost & Vice-President, Academic

Responsible Office
Office of Research Services

8.0 HISTORY

Relevant Dates

Approved: **22.12.05**

Effective: **22.12.05**

Next Review: **2027.12**

Modification History

22.12.05: New policy approved by General Faculties Council motion GFC#-03-12-05-2022/23.