

POLICY AND PROCEDURE FOR APPOINTMENT OR REAPPOINTMENT OF ADJUNCT FACULTY MEMBERS

This proposal is an update to the appended *Criteria and Procedure for the Appointment of Adjunct Professor* approved by Academic Council in March 2001.

Generally, an adjunct appointment has a mutual benefit to the University and the appointee and is for the purposes of the supervision or co-supervision of undergraduate and/or graduate students, to facilitate independent research by the appointee and/or for teaching.

All those appointed under this Procedure for Appointment of Adjunct Faculty Members are required to comply with the policies, rules and regulations of the University and to declare any real or potential conflict of interest. Adjunct Academic appointments will normally only be made to individuals satisfying the following criteria:

- They hold no other appointment with Cape Breton University
- They do not normally receive remuneration from Cape Breton University, although in some cases they may receive a modest stipend or participate in remunerated teaching duties; and
- They are not, and will not be, eligible for Membership in CBUFA or NSGEU in the fiscal year(s) (April 1 to March 31) of the appointment.

An individual appointed under this policy may teach at the University provided that appropriate provisions of the CBU-CBUFA and CBU-NSGEU Collective Agreements have been followed for such an appointment.

The appointee shall not purport to speak for, or on behalf of, the University unless specifically authorized to do so, nor will he or she use his or her appointment at the University to undermine University policy that is designed to protect the well-being of staff or students.

Definitions

- The “University” means Cape Breton University
- “Academic Unit” means a Department or School. For purposes of this Procedure for Appointment of Adjunct Faculty Members, it shall also refer to an approved research Centre or Institute at CBU.
- “Appointment” means an Adjunct Appointment to an academic unit at Cape Breton University
- “Reappointment” means the renewal of an Adjunct Appointment in accordance with the provisions set out below. A reappointment in accordance with these Procedures for Appointment of Adjunct Faculty Members does not ordinarily entail any remuneration from the University.

- “Letter of Appointment or Reappointment” means the letter to the prospective appointee signed by the President. This document specifies the academic contract type (Adjunct), the starting and end date of the appointment, and the expected duties of the appointee.
- “Bargaining Unit” means all persons employed as members of the academic staff at Cape Breton University and represented by Cape Breton University Faculty Association (CBUFA) or the Nova Scotia Government Employees Union (NSGEU).
- “Collective Agreement” means the legal documents covering terms and conditions of employment between CBUFA or NSGEU and Cape Breton University, as ratified by the Board of Governors and as amended from time to time.

Adjunct Appointments and Reappointments

- An Adjunct Appointment made under the provisions of these Procedures for Adjunct Appointments does not carry tenure.
- Normally, appointments will be for three years.
- Failure to reappoint to any position does not constitute dismissal. Reappointment is neither promised nor guaranteed.

Appointment Procedures

Adjunct Appointment will be initiated by the Director, School Dean or Chair of an Academic Unit, and recommended by the appropriate School Dean for approval by the President or his/her designate. The School Dean will consult with the Dean of Teaching, Research & Graduate Studies prior to forwarding a recommendation to the Vice-President Academic (Provost) for consideration. The VPA will forward a recommendation to the President.

Appointments may also be initiated by other senior administrators, including but not limited to the President, but such nominations should include consultation with the appropriate School Dean and appropriate academic unit.

In the case of each appointment under this Policy and Procedure for Appointment of Adjunct Faculty Members, the academic responsibilities shall be clearly specified at the time of appointment in the Letter of Appointment or Reappointment.

Resignation and Discontinuance of Appointment

Resignation

Where an adjunct appointee wishes to resign from the University, the appointment may be terminated by the appointee with three months' notice in writing to the University. Except in extraordinary circumstances, the resignation will take place at the end of the academic year.

Discontinuance of Appointment

Should the Appointee accept another position within the University and by doing so become eligible for Membership in the CBUFA or NSGEU Bargaining Units, the Adjunct Appointment will be terminated on the effective date of assuming the new appointment. If prior to the end date of the appointment there should be reason or circumstance which in the sole discretion of either party justifies the conclusion of the appointment earlier than the expiry date, the Adjunct Appointment shall be terminated immediately upon notification of the other party. At the time of termination, should there be work (research projects, student supervision, teaching assignments) in progress arrangements must be made with the appropriate Dean.