

## ADJUNCT FACULTY

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

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| <b>Category:</b>        | D. Student / Academic    |
| <b>Parent Policy:</b>   | D17                      |
| <b>Approval Date:</b>   | October 23, 2014         |
| <b>Effective Date:</b>  | October 23, 2014         |
| <b>Procedure Owner:</b> | Vice President, Research |

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| <b>Overview:</b>   | To develop and strengthen links with industry and to provide opportunities for increasing knowledge and expertise within the Academic Departments and Centres of Excellence, Olds College supports the appointment of Adjunct Faculty / Researchers / Scientists / Industry Associates.  |
| <b>Procedures:</b> | <p>Adjunct Faculty / Researcher / Scientist / Industry Associate appointments are initiated by a recommendation from a Dean / Director / Associate Vice President, to the Vice President, Academic and Research and shall include documentation that the appointment will be advantageous to the College.</p> <p>An Adjunct Faculty / Researcher / Scientist / Industry Associate is appointed for a defined term, renewable at the discretion of Olds College.</p> <p>Where a recommendation is approved by the Vice President, Academic and Research, the Director of Human Resources will arrange for an offer to be sent to the nominee setting out the conditions and term of the appointment. The appointee must return a signed copy of the letter to confirm acceptance of the appointment, and the terms and conditions.</p> <p>Adjunct Faculty are not normally remunerated.</p> <p>The honorary duties of Adjunct Faculty / Researcher / Scientist / Industry Associate may include participation in instruction, mentoring, practicum supervision, participation in research projects and participation on School / Centre / College committees.</p> <p>Should an Adjunct Faculty / Researcher / Scientist / Industry Associate be assigned formal instructional responsibilities, a separate appointment will be made.</p> <p>Research opportunities must be screened and approved by the Vice President, Academic and Research or the Associate Vice President, Research and Learning Enterprises.</p> |

The following criteria will be used to determine suitability for Adjunct Faculty appointments:

- Evidence of significant and ongoing contributions to a field of expertise relevant to the program / department / School / research activity.
- Evidence of willingness and ability to contribute to the program / department / School / research activity.
- Evidence of an appropriate level of scholarship, such as a relevant academic education, recent contributions to relevant industry which may include publication, or relevant professional practice.

It is the responsibility of the Dean / Director / Associate Vice President to monitor the work of any Adjunct Faculty / Researcher / Scientist / Industry Associate in his /her department / School.

Access to institutional data for research purposes must be coordinated and authorized by the Institutional information owner and the Dean / Associate Vice President that the research will be conducted in or for.

The privileges which may accompany the appointment of the Adjunct Faculty / Researcher / Scientist / Industry Associate may include office or laboratory space, equipment / research plot access, committee membership, instruction or practicum participation. The appointment may include the same access to library, IT, parking and recreational facilities as Academic and Research Staff Members. Rates that may be charged for these privileges will be consistent with those paid by employees of Olds College, if applicable. Such privileges will be specified in the letter of offer.

Business cards may be provided, with the approval of the Dean / Director / Associate Vice President and at the expense of the School / department.

An Adjunct Faculty / Researcher / Scientist / Industry Associate must request and receive approval in advance to use Olds College facilities including laboratory space.

Adjunct Faculty / Researcher / Scientist / Industry Associate will abide by the Olds College Code of Conduct and all college policies and procedures.

The appointee or the College may terminate the appointment by written notice to the other party, in writing.

**Definitions:**

**Related Information:**

**Review Period:**

3 years

**Revision History:**

New: October 2014