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Policy Guidelines for the Appointment of Adjunct Professors

Expectations

The Department of Sociology recognizes the important role of Adjunct Professors in enhancing the Department's academic expertise and student learning experience. All Adjunct Professors are to "make valued contributions to the goals and aspirations of the faculty, department, or unit to which they are appointed, especially in regard to research and/or to the teaching, mentoring, or supervision of students" (Faculty of Arts, Adjunct Academic Colleagues Procedure, 2014, pg. 1). In other words, Adjuncts **must contribute a substantive role** in the Department. It is not an honorary position.

Guiding Principles

Applications to be appointed as an Adjunct Professor will be evaluated based on the following criteria:

1. The applicant will be engaged and active in the life of the Department including research, teaching and/or service. For renewals, Adjuncts must demonstrate that they have been active within the Department during their previous appointment. Individuals who have not demonstrated active and sustained engagement in the Department will not have their Adjunct status renewed.
2. Adjuncts are expected to contribute service to the Department, such as mentoring students and chairing graduate student exams, and/or participating in committees and events.
3. Most applicants will be qualified to supervise or participate on graduate student committees and/or the B.A. Criminology Field Placement Stream.

Selection, Appointment and Reappointment

1. Appointments are made by the Dean.
2. Applicants must identify a sponsor among the full-time members of the academic staff who will nominate them for the position.
3. The application consists of a CV and a 1-2 page cover letter indicating: (i) activities proposed by the candidate during their term as an Adjunct; (ii)

their expertise and qualifications with respect to these activities; (iii) existing connections to as well as (past) contributions to the Department; and (iv) the benefits anticipated by the candidate for the Department. For reappointment, the letter should specify how they have been active within the Department during their tenure as Adjunct.

4. The academic sponsor will bring the application to be voted upon at a Department meeting or Department Council. A majority vote is required.
5. The Department Chair will – if approved – forward the application to the Dean with a letter of recommendation co-drafted with the faculty sponsor. The letter will reference (i) the procedure followed in making the nomination; (ii) the duration of the proposed appointment; (iii) the expectations of Adjunct Professors; (iv) a termination clause; (v) and an assessment of the candidate's statement, expertise, qualifications, and potential to engage successfully in the proposed activities.

Terms and Conditions

1. Adjunct Professors are appointed for a period of three (3) years with the possibility of renewals. If a renewal request is denied, a new application may be resubmitted two (2) years after the date of renewal denial for reconsideration.
2. Adjuncts are expected to positively reflect the Department of Sociology in all matters. The Department reserves the right to terminate Adjunct status at any time. A termination will be initiated by the Department Chair and recommended to the Dean.
3. Adjuncts will work with the highest level of professionalism. Adjuncts who have committed to supervising and/or participating on student committees, research collaborations and funding applications with faculty, and/or assisting with service are expected to approach all tasks in good faith and to ensure they complete the tasks they have committed to in a timely and professional manner.
4. Faculty sponsors are to make themselves available to support and mentor the Adjuncts that they have sponsored.
5. Adjuncts may be invited to attend Department meetings as non-voting members.
6. All terms and conditions must remain compliant with the Faculty of Arts policy and must adhere to all relevant UAPPOL policies.

Additional information on the appointment and requirements of Adjunct Professors is available in the document "Adjunct Academic Colleagues Procedure – Faculty of Arts".