

## **1.0 Purpose**

- 1.1 From time to time it is thought desirable to hire an individual on a part time basis to teach a graduate level course. The present Senate regulations are such that the only persons, other than approved regular faculty members, who are permitted to teach graduate courses are persons who have been appointed as Honorary Research Associates. However, there do exist persons who, because of their specialized knowledge or experience, are qualified to teach graduate level courses and yet, because they are not actively involved in research, would not meet the standards required for appointment as Honorary Research Associates.
- 1.2 In view of the above, it is proposed to add to the current Senate regulations pertaining to this matter procedures for the appointment of certain individuals, on an occasional basis, to teach graduate level courses. An appointment of this nature would be of a strictly temporary nature and would not permit an individual to supervise graduate student research. The proposed procedures would apply to all part time appointments including persons who would teach in off campus centres through the Extension program and in the Summer Session, as well as in the regular session.

## **2.0 Applicability**

- 2.1 University-wide

## **3.0 Definitions**

- 3.1 None applicable

## **4.0 Implementation**

- 4.1 Procedures for the appointment of part time graduate instructors will involve the following steps:
  - 4.1.1 Approval of a proposed teacher is required on each occasion when it is proposed that an individual will teach a graduate level course.
  - 4.1.2 Approval of the proposed teacher by the Department or Division concerned shall take place in consultation with the Dean or Associate Dean of Graduate Studies and Research. Such consultation shall normally take place no later than two months before the course is to commence.

- 4.1.3 The recommendation of the Chairman of the Department or Division concerned, together with the concurrence of the Dean or Associate Dean of Graduate Studies and Research, shall be transmitted to the Dean of the Faculty concerned.
- 4.1.4 The recommendation of the Dean of the Faculty concerned is transmitted to the Vice-President (Academic).
- 4.1.5 It should be noted that:
  - 4.1.5.1 the Collective Agreement between the University of New Brunswick and the AUNBT requires that certain additional steps must be followed before such an appointment may be offered;
  - 4.1.5.2 all appointments will require the approval of the appropriate Vice President and the President in accordance with the normal practice for appointments of part time teachers.
- 4.1.6 The steps outlined above would now conform to the normal practice for the appointment of part time instructors.

## **5.0 Interpretation and Questions**

- 5.1 University Secretariat Office is located in Sir Howard Douglas Hall, Room 110. Questions concerning this policy may be directed to (506) 453-4613 [sjd@unb.ca](mailto:sjd@unb.ca).