

University of New Brunswick
SCHOOL OF GRADUATE STUDIES

ADJUNCT PROFESSORS

1. Background

The University welcomes collaboration with federal and provincial government laboratories and research agencies, as well as businesses, industries, social/cultural institutions, and Public Service departments. Employed on the staffs of these bodies, are many highly qualified scientists and scholars. To recognize those individuals who can be particularly active in University programmes (but who are normally employed elsewhere), the University has created the non-salaried appointment statuses of Adjunct Professor and Honorary Research Associate (HRA: described elsewhere).

2. Eligibility

The appointment status of Adjunct Professor is made to allow someone to be more engaged in the academic mission of the University than otherwise would be possible. Where a Department or Graduate Academic Unit (GAU) identifies a need for expertise in certain areas it may nominate a candidate to become an Adjunct Professor. Persons eligible for appointment to the status of Adjunct Professor are those who are singularly qualified because of their training and experience to make a consistent contribution at an advanced level to the research, teaching and training activities of the GAU. Normally, persons eligible for appointment as Adjunct Professor will hold a PhD and have experience commensurate with a professorial appointment, although they are not employed at the University. Indeed, many may hold a professorial appointment at another University.

3. Appointment Process

The School of Graduate Studies (SGS) follows a cyclical application and review process for the position of Adjunct Professor. To facilitate review of applications (both initial appointments and renewal), and to maintain an updated database, the SGS will receive **applications three times yearly at the beginning of each academic term** (September, January and May). Following the process outlined below (common to all appointment types), the applicant will work with the nominating department to complete the application for appointment or renewal.

General process for all appointment types:

- a) Any department or GAU at the university may recommend a candidate to the Dean of their faculty to become an Adjunct Professor.
- b) All nominations must include (i) a letter of support from the GAU providing a justification for the appointment, (ii) the completed application form, (iii) a current and formal Curriculum Vitae from the nominee, and (iv) a letter from the Dean of the Faculty endorsing the GAU's nomination.
- c) Following approval by the Dean of the Faculty, nomination packages must be compiled and forwarded electronically as a PDF to the School of Graduate Studies, after which it will be forwarded for subsequent approvals to: the Vice-President Research; the Vice-President Academic (or Vice-President Saint John), and the Faculty Senate or Board of Governors (as appropriate to the specific appointment type).

4. Terms of Appointment

An Adjunct Professor will be appointed initially for a four-year term. Reappointment for an additional term/s is, like the original nomination, at the discretion of the GAU and follows the same process required for the original appointment as described in the previous section (Appointment Process). Hence, appointment renewals are subject to the same approvals as the original appointment and require also that the GAU provide evidence of contributions made by the nominee during the previous term.

5. Duties and Responsibilities

Adjunct Professors are not employees of the University. The activities that they may be involved in will be determined by the Faculty Dean in consultation with the Department Chair and/or Director of Graduate Studies (where appropriate) for the relevant GAU, as well as the School of Graduate Studies.

Adjunct Professors often cooperate with members of university GAUs in the direction or evaluation of graduate student research. Such cooperation may take the following forms:

- serving as a GAU reader on a graduate student's thesis, report, or oral defence committee
- serving as co-supervisor of a thesis or report
- participating in graduate seminars, symposia, etc.
- serving on the graduate committee of the Graduate Academic Unit

- serving on appropriate sub-committees of the School of Graduate Studies
- offering guest lectures at an advanced level in his/her field of specialization

Adjunct Professors may be interested in teaching for-credit courses at an advanced level in his/her field of specialization. However, such individuals who teach credit courses are usually covered by the terms of the AUNBT Group 2 (CAE) Collective Agreement and are issued stipend contracts separate from the appointment status of being an Adjunct Professor.

6. Occupational Health and Safety

If an Adjunct Professor is to act in a supervisory role in directing the activities of students and/or staff on or off campus, or conducting UNB research activities regardless of location, then they are considered by NB Occupational Health and Safety legislation to be an “Employer” for those they direct and must comply with all appropriate Health and Safety legislation and UNB Policies (links to overarching guidelines below):

- <http://es.unb.ca/apps/policy-repository/resources/php/download-policy.php?id=Y56h>
- <http://www.worksafenb.ca/employers-responsibilities>
- <http://www.worksafenb.ca/acts-and-regulations>

7. Privileges

In order for Adjunct Professors to receive a UNB identification card, the GAU must submit a request through the Integrated Technology Services website at UNB. Office and research space, and support for hazardous material acquisition and disposal, may be provided where appropriate and available. Appointees may be accorded access to other University resources and facilities. Adjunct Professors may participate in Departmental/GAU and Faculty meetings at the invitation of the Department/GAU and Faculty Councils. Eligibility to make application for research funding is at the discretion of, and coordinated in conjunction with, the Vice-President Research and the Office of Research Services.

8. Remuneration

Given the Adjunct Professor is employed in other capacities (either at another institution providing services to UNB as part of that employment, or employed at UNB in another capacity), the Adjunct Professor will receive no stipend from the University for his/her services in this capacity. Privileges associated with the appointment constitute recognition of “payment in kind” for any services rendered as an Adjunct Professor.

Originally approved by the Executive Committee of the School of Graduate Studies November 5, 2001. Revisions approved by SGS Executive January 10, 2019.

UNIVERSITY OF NEW BRUNSWICK
School of Graduate Studies

Adjunct Professor
Application form

INITIAL APPOINTMENT: _____ (check, if applicable)

RENEWAL. _____ (check, if applicable) **Date of Last Appointment:** _____

CANDIDATE INFORMATION:

NAME:

TEL:

EMAIL:

ADDRESS:

NAME, ADDRESS AND TELEPHONE NUMBER OF EMPLOYER:

ACADEMIC, RESEARCH AND INDUSTRIAL EXPERIENCE

Position(s) Held	Dates	Department	Institution

Highest Academic Degree	College/University	Country	Discipline	Year

JUSTIFICATION FOR APPOINTMENT:

(i) For **initial** appointments, provide a brief statement about the proposed involvement in research and graduate activities (e.g., research collaborations, graduate teaching or committee memberships etc.).

(ii) If this is a **renewal application**, provide a brief summary of involvement in research and graduate activities during the previous term.

This appointment is recommended and approved by:

Graduate Academic Unit (GAU)

Director of Graduate Studies

Date:

Department Chair

Date:

Dean of Faculty

Date:

Dean of Graduate Studies

Date:

Vice President Research

Date:

Vice President (Academic) or Vice
President Saint John

Date: