



Adjunct Professor Policy

1. PURPOSE

Adjunct Professor status is granted to individuals outside of the university whose scholarly or professional accomplishments will enhance the undergraduate, graduate, or research programs of the university. Adjunct appointments do not have ranks, and they do not carry the right to vote in Department/School decision-making.

2. SCOPE

This policy guides the designation of Adjunct Professors at St. Mary's University.

3. DEFINITIONS

3.1 Adjunct Professor is an honorary, non-remunerated academic appointment made to an individual who has special qualifications, expertise, or potential to contribute to the academic mission of the university's teaching or research programs.

3.2 Clinical/Practicum placement is a time limited position where the student is directly involved with patient care or student learning.

4. ROLES AND RESPONSIBILITIES

4.1 Adjunct Professor

4.1.1 Adjunct Professor appointments are honorary appointments held by an individual who has special qualifications, expertise, or potential to contribute to the academic mission of the university's teaching or research programs.

4.1.2 The appointments are term limited and the individual does not receive

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	VP, Academic	Oct 28/24	N/A	5 yrs

renumeration from StMU except in the form of honoraria for guest lectures, seminar presentations, and student supervision. Adjunct Professors are typically employed by another institution or agency or may be retired from such employment. Individuals currently employed by StMU are also eligible.

- 4.1.3 In professional programs, Adjunct Professorships may be awarded to individuals whose knowledge, expertise and skills as a practicing professional will contribute to the research or teaching activities of the program. Such an appointment involves responsibilities relating to the practical component of a program, normally through precepting or supervising students in a clinical or practicum setting. Nominees must be members of their profession in good standing, have experience in providing supervision, and be actively engaged in ongoing professional development.

5. Program and Research Involvement

- 5.1 Adjunct Professors are eligible to apply through the University to external research granting agencies. In so doing such applications are subject to the University's policies and procedures for the administration and management of research grants and contracts, including the ethical conduct of research and research integrity. Adjunct Professors are not eligible to apply to the University's internal research or professional development funds for financial support of their research or professional activities.
- 5.2 A person appointed as an Adjunct Professor shall show evidence of:
- a) An appropriate level of scholarship, as evidenced in a relevant academic degree, recent contributions to relevant academic literature, or relevant professional practice; substantial experience may substitute for formal academic credentials.
 - b) Being able to pursue collaborative research with StMU faculty and apply to granting agencies as co-applicants or collaborators through the University.
 - c) The ability to perform their role in adherence to university policies and procedures.
 - d) The ability for co-supervision of undergraduate or graduate students but cannot be sole supervisors of graduate students.

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6. APPOINTMENT AND RENEWAL

- 6.1 The University will appoint individuals as Adjunct Professors when the appointment expands the academic mission of the university. The program area makes a recommendation to the Dean, who recommends to Vice-President Academic. The VPA will approve the appointment.
- 6.2 The VPA will provide each new Adjunct Professor with a letter of appointment that outlines the role and responsibilities that the appointment carries.
- 6.3 An adjunct appointment is term limited to up to five years and renewable based on the recommendation of the Dean in consultation with the program area. Renewal must be requested at least 6 months before expiry of the term. The Dean will submit a letter to the VPA Academic requesting renewal for another term and the letter must contain the adjunct professor's contribution to the university and rationale for renewal. The VPA will provide a letter of renewal to the Adjunct Professor that outlines responsibilities and new or ongoing expectations.

7. TERMINATION

- 7.1 Termination of an Adjunct Professor appointment will be made by mutual consent or by request of the Dean or the individual.