

Policy Title: Adjunct Professorships

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	September 28, 2023	Effective date:	September 28, 2023
Policy Sponsor:	Vice President, Academic	Date last reviewed:	September 28, 2023
Date of Mandatory Review (expiry date):	September 2028	Date of last revision of Procedures:	September 28, 2023

1. POLICY

1. Adjunct Professorships are awarded to individuals distinguished for their expertise in specific areas of academia, research, business, and government in recognition of their knowledge and skills in support of CMCC's mission and vision.
2. Adjunct Professors will be involved in one or more of the following:
 - a. co-supervision of graduate or undergraduate students or participate on graduate thesis committees, subject to all relevant CMCC policies and procedures.
 - b. delivery of a seminar or lecture on a subject aligned with their field of professional expertise.
 - c. facilitating the pursuit of independent or collaborative research with CMCC faculty, including arranging for the provision of resources, equipment, and services for successful completion of a research project undertaken at their institution.
 - d. participating in CMCC service-related activities, such as engaging in workshops, program reviews, and student activities. Adjunct Professors may provide service and be engaged at the institutional level and/or local, national, and international level. Contribution does not include one off assignment or guest lectures within the institution.

3. Adjunct Professors are not employees of CMCC and do not receive remuneration for their duties. Such appointments are not ranked and are not part of the bargaining unit. Individuals may however receive honoraria for occasional lectures, seminars, presentations, and practicum supervision.
4. Adjunct Professor appointments are term academic appointments, usually for three years, and may be renewed upon mutual agreement of both parties. They are subject to all relevant CMCC policies and procedures.
5. Subject to the purpose of their appointment, Adjunct Professors may utilize CMCC equipment, material and services under the terms and conditions outlined in the CMCC Research Policy Manual. Acknowledgement for such support shall be given in any subsequent publication or report.
6. Adjunct Professors may request an Identification Card issued by CMCC for their use in the CMCC Health Sciences Library which entitles them to Library privileges.
7. Adjunct Professors may request a CMCC e-mail address for use in accordance with CMCC's policies.

2. PURPOSE

To formally recognize the relationship between CMCC and individuals who have distinguished themselves in a particular sector, are normally employed elsewhere, and where there is a mutual benefit in contributing to the mission and vision of CMCC.

3. SCOPE

Individuals granted an appointment as an Adjunct Professor at CMCC.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

Adjunct Professors may be provided information on faculty, undergraduate students, and graduate studies students, engaged in current research to facilitate collaboration, mentoring and participation on thesis committees. They are provided with access to the CMCC Library and Library services. Adjunct Professors will be provided support by the sponsoring Division Director to identify potential involvement in research, guest lecturing or faculty development initiatives. They are given access to the Research Ethics Board (REB) and the CMCC application authorization process for consideration of their research initiatives. In addition, they may be provided administrative support, such as research grants and contract award administration. Adjunct Professors are eligible to apply through CMCC to external research granting agencies. In so doing such applications are subject to the CMCC'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 CMCC's internal research or professional development funds for financial support of their research or professional activities.

The nature of research and/or contracts for research undertaken by Adjunct Professors may require additional signatures of agreement between the Adjunct Professor and CMCC, subsequent to the letter of appointment, to articulate responsibilities such as (but not exclusive to) intellectual property, publications, health and safety, and institutional risk.

5. RELATED POLICIES (not a comprehensive list)

Adjunct Professors are subject to all policies and procedures that govern CMCC personnel.

6. DEFINITIONS

Qualifications used to judge the suitability of appointing an Adjunct Professor are based on evidence of relevant expertise, willingness to contribute to the mission and vision of CMCC, and evidence of appropriate scholarship (e.g., academic degree, publications).

New Policy Approved (date):	Expanded from 2003 Statement – December 3, 2015
Policy Revision History (dates):	June 29, 2017 September 28, 2023

-----**END OF POLICY**-----

7. PROCEDURES

1. Recommendations for consideration of individuals to be recognized as an Adjunct Professor are to be made to the Vice President, Academic (VPA).
2. Such recommendations are to be accompanied by a letter of support from the associated Division Director outlining the basis for the recognition and the anticipated contribution to the CMCC Community, the proposed term of the appointment, and a copy of a current curriculum vitae for the candidate.
3. The VPA will review all information and make a recommendation to the President on the appointment.
4. The VPA will award the Adjunct Professorship through a letter of appointment outlining the terms of the award.
5. The VPA and/or Director of the appropriate Division associated with the Adjunct appointment will monitor the research-related or education related activities of the Adjunct Professor.
6. The VPA will retain a documentation system to ensure the institution has a complete and accurate record of these appointments and to assure a process for review and consideration for reappointment or termination.

New Procedure Approved (date):	December 3, 2015
Procedure Revision History (dates):	June 29, 2017 September 28, 2023

8. ATTACHMENTS

None.