

Responsible Unit:	Graduate Studies
Last Reviewed/Updated:	1 July 2025
Approving Sector Head:	Vice-Provost, Academic Policy and Graduate Studies
Policy:	Adjunct Professor

1.0 Purpose

The purpose of this policy is to establish clear guidelines and expectations for the appointment, responsibilities, evaluation, and support of Adjunct Professors. This policy ensures consistency, fairness, and alignment with the institution's academic mission by recognizing individuals whose academic or professional contributions enhance the teaching and research capacity of academic units.

2.0 Definition

An Adjunct Professor is an individual who is not a regular employee of the University but is granted an academic appointment in recognition of their significant ongoing contributions in teaching, research, or professional engagement. Appointments are typically linked to research collaboration and/or academic interaction with one or more faculty members and/or similar meaningful activities that enrich the teaching, research, or professional environment of the University.

3.0 Criteria for Appointment

To be eligible for an Adjunct Professor appointment, a candidate must:

- Hold a terminal degree in their discipline (normally a PhD), or possess at least five years of significant, relevant employment-based experience.
- Demonstrate a high level of research capability.
- Show evidence of meaningful academic interaction with one or more faculty members in the academic unit and/or similar meaningful activities that enrich the teaching, research, or professional environment of the University.

4.0 Appointment Process

4.1 Nomination

- A faculty member (the “supporter”) initiates the nomination by seeking approval from the department/school head or director to submit nomination materials.
- Upon approval, the candidate must submit:
 - A current curriculum vitae.
 - A letter of intent describing their interest in the position and the anticipated contributions to the department/school.

4.2 Evaluation and Decision

- The candidate may be invited to give a research seminar and meet with faculty members.
- Eligible faculty in the department/school will vote on the nomination.

- If approved by majority vote, the department/school head/director will forward the recommendation to the Vice-Provost Academic Policy and Graduate Studies for final review and decision.

5.0 Term and Reappointment

- Appointments are normally for four years.
- By January of the final year of the term, the department/school must:
 - Confirm faculty interest in reappointment through a vote.
 - If approved, confirm the candidate's interest.
 - Require an updated CV and a letter outlining past contributions and plans for future engagement.
- Reappointments require majority approval by eligible faculty and are processed through the Office of the Vice-Provost Academic Policy and Graduate Studies, as with initial appointments.

6.0 Responsibilities of Adjunct Professors

Where possible, Adjunct Professors are expected to:

- Collaborate on ongoing research with department/school faculty.
- Participate in the co-supervision of graduate, honours, and undergraduate research projects.
- Attend seminars and contribute to thesis and graduate committees, in line with departmental needs and their own professional commitments.

7.0 Advantages of Appointment

Adjunct Professors are entitled to:

- Official listing on the University's website.
- Participation in departmental research and teaching activities, as appropriate.
- Access to research facilities and departmental resources.
- Apply for external research funding, in accordance with university and agency policies.

8.0 Research Participation Conditions

- Adjunct Professors may co-supervise students but must do so in collaboration with a full-time faculty member who ensures compliance with University policies and academic timelines.
- Research contracts are administered by Acadia University only if a full-time faculty member is listed as Principal Investigator; Adjuncts may apply as collaborators.

9.0 Remuneration and Employment Status

- Adjunct appointments do not carry any remuneration.
- Adjunct Professors are not employees of Acadia University and may not present themselves as such.

10.0 Discretion

The Vice-Provost Academic Policy and Graduate Studies retains discretion to:

- Approve or reject departmental recommendations for Adjunct Professor (re)appointments.
- Terminate an Adjunct Professor appointment at any time.
- Make Adjunct appointments under exceptional circumstances or programs (e.g., Voluntary Retirement Incentive Program)

This discretionary authority ensures that all appointments align with institutional priorities, policies, and academic standards.

11.0 Review

This Policy will be reviewed every three (3) years to ensure its relevance and alignment with the University's vision, mission and values.