

# **Royal Roads University**

## **POLICY FOR**

### **Adjunct Faculty Appointments**

Royal Roads University recognizes that its teaching and research programs may benefit from the expertise of adjunct faculty members who bring knowledge and skills of value to the university. Adjunct faculty appointments may be granted to individuals who have practiced a profession (academic or non-academic) with distinction or particular success, or have special skills or learning of value to the University. The Dean makes a recommendation to the Vice-President Academic and Provost in writing that an adjunct appointment be made to an individual. Adjunct Professors may be assigned to a School(s), Institute(s), Centre(s) or Program(s) or other academic units.

The adjunct faculty member shall have the title Adjunct Professor. The adjunct faculty member shall have such privileges as a university ID card, the use of the library, a computer account, and a university business card. They may attend open faculty meetings and will be invited to participate in faculty and university activities where appropriate. The Vice-President Academic and Provost must approve any additional privileges. Office space, administrative support, and parking are not included as privileges. There is no compensation attached to an adjunct appointment.

The appointment term is for four years and may be renewed.

August 14, 2009

## **Procedures for Adjunct Faculty Appointments**

1. Refer to the *Policy for Adjunct Faculty Appointments* approved by Academic Council and the Board of Governors in XXX, 2009.
2. The Dean shall establish an assessment process within a Faculty for consideration of adjunct appointments.
3. After reviewing the candidate's submission, the Dean recommends the candidate to the Vice President Academic and Provost. The attachments to the letter should include : a) the rationale for the appointment; and b) the candidate's c.v.
4. Upon approval of the Vice President Academic and Provost, a letter of offer is sent from the VPA and Provost.
5. Renewals for subsequent terms require a request in writing from the Dean to the VP Academic and Provost and should include a summary of the adjunct professor's contribution to the university. The Vice President Academic and Provost may terminate an adjunct appointment for just cause.
6. Responsibility for adjunct professors' files resides with the Vice President Academic and Provost.

Aug 14, 2009