

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:	June 29, 2017	Effective date:	June 29, 2017
Policy Sponsor:	Vice President, Academic	Date last reviewed:	June 29, 2017
Date of Mandatory Review (expiry date)	June 2022	Date of last revision of Procedures	June 29, 2017

1 POLICY

1. Adjunct Professorships are awarded to those individuals distinguished for their expertise in specific areas of education, business, and government and in recognition of their knowledge, skills, and expertise in support of the institution's mission and vision.
2. Adjunct Professors may be involved in any of the following:
 - a. co-supervision of graduate or undergraduate students, 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; and, or
 - c. facilitating the pursuit of independent or collaborative research, including arranging for the provision of resources, equipment and services for successful completion of a supervised student research project undertaken at their institution.
3. Adjunct Professors are not employees of CMCC, but hold Status-Only appointments, typically without remuneration.
4. Adjunct Professor appointments are term academic appointments (unranked), usually for three years, and may be renewed upon mutual agreement of both parties.
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 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 and residents engaged in current research to facilitate collaboration and mentoring. They are provided access to the CMCC Library and Library services. Adjunct faculty may be given support from the CMCC Office of Research Administration to identify potential involvement in 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 grant and contract award administration.

The nature of research and/or contracts for research undertaken by Adjunct Professors may require additional signatures of agreement between the Adjunct faculty member 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

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, etc.).

New Policy Approved (date):

Expanded from 2003 Statement – December 3, 2015

Policy Revision History (dates):

June 29, 2017

-----**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, in consultation with the President, make a decision.
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 activities of the Adjunct Professor.
6. The VPA and/or Director of the appropriate Division associated with the Adjunct appointment will monitor the education-related activities of the Adjunct Professor.
7. The VPA will retain a system to ensure the institution has a complete and accurate record of these appointments and also 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

8 ATTACHMENTS

None