

**TERMS OF REFERENCE**
CGPS Membership
Adjunct Professor**APPROVER:** College of Graduate & Postdoctoral Studies Council (CGPS)**OFFICE OF ACCOUNTABILITY:** CGPS Dean's Office**This policy must be reviewed at least once every five years by the Executive & Coordinating Committee (ECC)****First Approval: Pre 2017****Revisions: TBD****PURPOSE:**

An individual who is not an employee of the University of Saskatchewan whose knowledge, expertise and skills contribute to the academic unit's research and teaching functions with respect to graduate students and postdoctoral scholars may be recommended for appointment as an Adjunct Professor.

DEFINITION:

An Adjunct Professor is a faculty member appointed on the recommendation of the College of Graduate and Postdoctoral Studies to participate in graduate student supervision and instruction, and who receives no salary from the University. [Ref: USFA Employment Agreement Clause 13.1.2.](#)

SCOPE:

Adjunct Professors are members of CGPS faculty and are eligible to supervise graduate students and postdoctoral scholars and teach graduate classes. Adjunct Professors are encouraged to participate in the affairs of their respective academic units as appropriate.

APPOINTMENT ELIGIBILITY:

- Adjunct Professors are nominated by the head of the academic unit with which the individual is to be associated. Each [nomination](#) must be accompanied by:
 - A full curriculum vitae; and,
 - A statement of rationale from the academic unit head on how the nominee meets the criteria and how the individual will be engaged in graduate studies.
- Appointments of Adjunct Professors should meet the same standards as those which exist for tenure track appointments in the academic unit making the recommendation. Recommendations for Adjunct Professors must have the endorsement of the Dean of the college (or graduate school Director) with which the individual is to be associated thus indicating that the individual meets these standards. Adjunct Professors commonly hold a PhD and an academic appointment at another university or are employed within a government-funded laboratory with an affiliation to USask through research collaborations.
- To be an eligible Adjunct Professor, the nominee must not be an employee or in a role that receives remuneration from the University of Saskatchewan.
- Each nomination is subject to approval by the Dean of the College of Graduate and Postdoctoral Studies. Negative decisions by the Dean may be appealed to the CGPS Executive and Coordinating Committee.
- CGPS Council and the VP of Faculty Affairs are regularly informed of Adjunct Professor appointments.
- Appointments are typically for five years and may be renewed subject to mutual agreement of the individual, the individual's employer, the Head of the academic unit, the Dean/Executive Director of the nominating academic unit's college/school, and the Dean of CGPS.
- Adjunct Professors serve without remuneration from the University and shall not be considered as part of the academic unit's full-time teaching complement.

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Adjunct Professor****RIGHTS AND RESPONSIBILITIES OF ADJUNCT PROFESSORS**

- Adjunct Professors are members of CGPS and may be recommended by the academic unit to serve as supervisors of the research work of students proceeding to graduate degrees or training of postdoctoral scholars and are subject to the regulations of the academic unit and of the College of Graduate and Postdoctoral Studies.
- Adjunct Professors may be asked to give an annual series of lectures or teach a graduate course on a subject pertaining to their field of professional competence.
- Adjunct Professors may be invited to attend research and graduate student affairs committee meetings within their respective academic unit and are expected to engage in CGPS governance when appropriate.
- Adjunct Professors may serve only as co-supervisors of students who are employees or employees on educational leave from the same employer as themselves.
- A graduate student under the supervision of an Adjunct Professor may carry out their research at the Adjunct Professor's place of employment (employer). In such cases the Adjunct Professor and their employer are responsible for the provision of the necessary equipment and services to ensure successful completion of the graduate student/postdoc research project.
- Adjunct Professors are eligible to apply/hold University of Saskatchewan managed funding and is subject to the [Eligibility to Apply for, Hold and Administer Research Funding Policy](#) which is subject to ethics review by the appropriate USask committee.
- All research conducted by an Adjunct Professor in conjunction with the University of Saskatchewan including work undertaken in collaboration with university faculty members, graduate students or postdoc scholars must comply with USask's [Responsibility Conduct of Research Policy](#).
- Adjunct Professors must ensure that research with animals or humans has the appropriate ethics approval and that work involving potential chemical, physical, environmental, or biological hazards meets regulatory standards. Adjunct Professors must ensure that all trainees and employees on their USask administered research grants or contracts receive appropriate training. More information can be found at [Research Acceleration and Strategic Initiatives - Office of the Vice-President Research | University of Saskatchewan \(usask.ca\)](#).
- For the purpose of research collaborations and graduate student, and postdoctoral scholar training, Adjunct Professors may be eligible to access the University Library as [affiliated faculty with restrictions](#) and may be eligible to receive some minimal Informational Technology (IT) services (e.g. a USask email account) all of which are subject to approval by the nominating academic unit.

GRADUATE STUDENTS SUPERVISED BY ADJUNCT PROFESSORS

- A graduate student proposing to study under the supervision of an Adjunct Professor must apply for admission in the customary way. The student must be recommended for admission to a graduate program by the department (or other academic unit) responsible for the graduate degree program. The program of studies and research must be approved by the Department (or other academic unit) prior to appropriate action by the College of Graduate and Postdoctoral Studies.
- A graduate student who receives financial support through an Organization shall not be paid at a rate which is significantly more than the customary rates of support for graduate students in the same academic unit. An exception may occur for students who are regular employees or employees on educational leave from an Organization.



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GENERAL REGULATIONS

- Adjunct Professors are members of the College of Graduate and Postdoctoral Studies and may be selected to serve on CGPS committees on the same basis as members of the University Graduate Faculty. Apart from this exception, they are not members of other colleges or of the General Academic Assembly.
- A statement should appear in each publication or report resulting from a research project for a thesis that the research was undertaken in partial fulfilment of the requirements for a master's or PhD degree in a particular program. Support either through facilities or financial aid for the student should also be acknowledged in all reports and publications, including the thesis.
- In publications or other communications concerning research or teaching done in collaboration with the University of Saskatchewan, including joint authorship with students, an affiliation with both the Adjunct Professor's employer and the University of Saskatchewan should be acknowledged. The affiliation with USask should be indicated as that of Adjunct Professor.
- Policies and procedures related to intellectual property can found at [Intellectual Property - Research Excellence and Innovation - Office of the Vice-President Research | University of Saskatchewan \(usask.ca\)](#).
- Adjunct Professors must familiarize themselves with [CGPS policies](#) as they related to graduate student supervision, programs, and courses and postdoc scholar training.