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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 fellows, may be recommended for appointment as an adjunct professor ([USFA collective agreement 13.1.2](#)). Adjunct professors are members of graduate faculty within the College of Graduate and Postdoctoral Studies and are encouraged to participate in the affairs of the college as appropriate. Memberships are valid for five years (July through June), renewable for as long as the member remains in good standing and active in graduate and postdoctoral studies. (E.g. Adjunct professors usually hold a PhD and an academic appointment at another university. Adjunct professors are also commonly employed within a government-funded laboratory or have an affiliation to USask through research collaborations.)

### 1. Appointment of Adjunct Professors

- a. Adjunct Professors are nominated by the Head of the Department with which the individual is to be associated. Each nomination ([form GPS 501](#)) must be accompanied by:
  - i. a full curriculum vitae;
  - ii. a statement from the Department Head indicating the salient features of the candidate's cv;
  - iii. the contribution the individual will make to the graduate teaching and research of the department; and,
  - iv. the mutual benefits the appointment will bring.
- b. Appointments of Adjunct Professors should meet the same standards as those which exist for tenure track appointments in the Department making the recommendation.
- c. Departmental recommendations for Adjunct Professors must also have the endorsement of the Dean of the College with which the individual is to be associated, indicating they meet these standards.
- d. Each nomination is subject to the approval of the Dean of the College of Graduate and Postdoctoral Studies. Negative decisions by the Dean may be appealed to the [CGPS Nominations Committee](#).
- e. The Graduate Council of the College of Graduate and Postdoctoral Studies is regularly informed by the Dean of Adjunct Professor appointments.
- f. An appointment will usually be for a five-year period. It may be renewed subject to mutual agreement between the person concerned, the Director of the Organization, the Head of the Department, the Dean of the nominating College, and the Dean of the College of Graduate and Postdoctoral Studies.
- g. Adjunct Professors serve without remuneration from the University and shall not be considered as part of a Department's full-time teaching complement.

## 2. Rights and Responsibilities of Adjunct Professors

- a. Adjunct Professors are members of the College of Graduate and Postdoctoral Studies and may be recommended by the Department to serve as supervisors of the research work of students proceeding to graduate degrees, subject to all regulations of the student's Department and of the College of Graduate and Postdoctoral Studies.
- b. Adjunct Professors may be asked to give a series of lectures or a graduate course on a subject pertaining closely to his/her field of professional competence.
- c. Adjunct Professors may be invited to attend meetings of the Department concerned with research and graduate student affairs
- d. Adjunct Professors are expected to attend meetings and participate in the affairs of the College of Graduate & Postdoctoral Studies
- e. Adjunct Professors may serve only co-supervisors of students who are employees or employees on educational leave from the same organization as themselves.
- f. Adjunct Professors may serve in a consultative capacity on Committees concerned with the assessment of graduate programs of the College of Graduate and Postdoctoral Studies.
- g. A graduate student under the supervision of an Adjunct Professor may carry out his/her research in the establishment with which the Adjunct Professor belongs. In such cases the Adjunct Professor and his/her organization shall be responsible for the provision of the necessary equipment and services for the successful completion of the graduate research project.

## 3. Eligibility to Apply for, Hold and Administer USask Research Funding

- a. Adjunct Professors are [eligible to apply for funding](#) through the University of Saskatchewan to external granting agencies. In so doing such applications are subjected to ethics review by the appropriate university committee.
  - i. Adjunct Professors are not eligible to apply to the University President's NSERC Fund or to the University President's SSHRC Fund for financial support of their research.
- b. All research conducted by Adjunct Professors in conjunction with the University of Saskatchewan including work undertaken in collaboration with university faculty members or graduate students and work done under research grants administered by the University must comply with [University policies](#).
- c. 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. In addition, you will be responsible for ensuring that all trainees and employees on your research grants or contracts administered by the University of Saskatchewan receive appropriate training in relation to the above concerns. More information about [ethics requirements](#) can be obtained from the Office of the [Vice President Research](#).

#### 4. Graduate Students Supervised by Adjunct Professors

- a. A graduate student proposing to work under the supervision of an Adjunct Professor must apply in the customary way. The student must be recommended for admission to a graduate program by a department (or other academic unit) responsible for a 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.
- b. A graduate student who receives financial support through an Organization shall not be paid at a rate which is significantly in excess of the customary rates of support for graduate students in the same Department. An exception may occur for students who are regular employees or employees on educational leave from an Organization.

#### 5. General Regulations

- a. Adjunct Professors are members of the College of Graduate and Postdoctoral Studies and encouraged to serve on the College Council or its committees on the same basis as members of the University Faculty. Apart from this exception, they are not members of other colleges or of the General Academic Assembly.
- b. The names of Adjunct Professors should be provided to College Council on a regular basis. Reference should be made in these listings to the Organization to which the Adjunct Professors belong.
- c. 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 Ph.D. 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.
- d. 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 organization and the University should be acknowledged. The affiliation with the University should be indicated as that of Adjunct Professor.
- e. Adjunct Professors must be familiar with CGPS policies in particular:
  - i. [Supervision](#); and
  - ii. [Intellectual Property Rights](#) of Graduate Students.
- f. Adjunct Professors may be patrons by request to the [University Library](#) as type 012 – Affiliated Faculty.