

**College of Graduate and Postdoctoral Studies**

Room 116 Thorvaldson Building, 110 Science Place

Saskatoon, SK CANADA S7N 5C9

Telephone (306) 966-5751

Email cgps.ea@usask.ca

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. [\(USFA Clause 13.1.2\)](#)

Academic units may recommend individuals as Adjunct Professors who are not members of the academic staff of the University of Saskatchewan whose knowledge, expertise, and skills contribute to the units' graduate student, courses and programs. Adjunct Professors are members of the College of Graduate and Postdoctoral Studies and are eligible to supervise graduate students and teach graduate classes. Such individuals must meet the standard expected for tenure track appointments in the recommending department/school and must be actively engaged in research. The University values its mutually beneficial associations with Adjunct Professors, particularly the services provided by Adjunct Professors as supervisors or advisors of graduate students.

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 a full curriculum vitae,
- b) A statement from the Department Head indicating the salient features of the candidate's cv, and contribution the individual will make to the graduate teaching and research of the department,
- c) Appointments of Adjunct Professors should meet the same standards as those which exist for tenure track appointments in the Department making the recommendation. Departmental recommendations for Adjunct Professors must also have the endorsement of the Dean of the College with which the individual is to be associated thus indicating the individual meets 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 Credentials Committee,
- e) The Faculty/Graduate Council of the College of Graduate and Postdoctoral Studies, VP Research, Human Resources, VP Faculty Affairs, and the University Library are 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 to the student's Department and of the College of Graduate and Postdoctoral Studies.
- b) Adjunct Professors may be asked to give annually a series of lectures or a graduate course on a subject pertaining closely to their field of professional competence.
- c) Adjunct Professors may be invited to attend those 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.
- e) Adjunct Professors may serve only as 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 their research in the establishment to which the Adjunct Professor belongs. In such cases the Adjunct Professor and their organization shall be responsible for the provision of the necessary equipment and services for the successful completion of the graduate research project.
- h) Adjunct Professors are eligible to apply 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.

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. 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, Adjunct Professors are 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 these requirements can be obtained from USask's [Research Acceleration and Strategic Initiatives unit](#).

3. Graduate Students under Adjunct Professors

- a) A graduate student proposing to work 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 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 more than 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.

4. General Regulations

- a) Adjunct Professors are members of the College of Graduate and Postdoctoral Studies and may be selected to serve on College 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.
- b) The names of Adjunct Professors should listing as such in College of Graduate and Postdoctoral Studies and in Departmental as appropriate. 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) Policies and procedures related to intellectual property can be found at [Research Excellence and Innovation, an office of the Vice-President Research](#).
- f) Adjunct Professors must familiarize themselves with [College policies](#) and regulations as they related to graduate student supervision, programs, and courses.