The Faculty of Human & Social Development has a strong interest in fostering the involvement of members of our diverse professional and cultural communities to ensure the relevance of our educational programs and research for contemporary employment and practice settings. The Faculty also seeks to acknowledge the contributions of academic and professional colleagues as a means of supporting engagement between the University and our local communities. As such, the Faculty makes non-remunerated appointments under the following titles:

- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Professor

**Procedures**

An appointment as an adjunct scholar should be approved by the appointments committee of a school or program. In the event of an appointment at the Faculty level, it should be approved by the Faculty Advisory Committee. Individuals being reviewed for an adjunct appointment will be sponsored by a faculty member holding a regular appointment. That faculty member will provide evidence of the validity of the scholar's qualifications (e.g. diplomas, degrees, professional registration or standing in an Indigenous community). The recommendation, including a written rationale for the appointment, a current copy of the individuals cv, and an appointment recommendation form, should be forwarded to the Dean for approval.

**Qualifications**

The rank to which an adjunct is appointed will be commensurate with the academic rank the individual holds, their contributions to the relevant discipline or profession, and/or their community status. Adjuncts will usually hold a graduate degree or will be able to demonstrate a comparable base of relevant experience to meet the minimum qualifications for the rank as required by the School and Faculty for appointments.

No promotion rights attach to the position of adjunct scholar.

An adjunct scholar is expected to have a significant academic, professional or cultural reputation. Adjuncts are expected to add to the intellectual life of a school program by contributing substantially to graduate committees, by bringing off-campus expertise to a school/program, and/or by giving a lecture and/or other activities in a school/program.

**Term**

Adjuncts will normally be appointed for a term of no more than three years and may be renewed.

**Requirements for Renewal**

An adjunct who continues to have an active relationship with his/her host school/program, and whose continued association is affirmed by the school/program to be beneficial to the academic programs and
other related activities, may be renewed in the position of adjunct for a term of no more than three years. The procedures for the initial appointment apply to the renewal process.

**Privileges and Rights Attached to the Appointment**

Adjunct scholars will receive no remuneration for services to the University under the terms of their appointments. Such payments are prohibited. This does not preclude a separate appointment as a sessional lecturer with teaching responsibilities.

Adjuncts are eligible for University of Victoria identification cards allowing library privileges and Netlink IDs. They may receive mail in their unit.

Adjuncts are members of the school/program and university communities and thus have University of Victoria affiliation. They may apply for grants, fellowships, or other research awards for which they are eligible using this affiliation.

If an adjunct plans to apply for a research award under his/her University of Victoria affiliation, he or she should discuss the plan with the school/program director in advance. This will allow the adjunct to become familiar with relevant policies for grant applicants and grant holders. Because priority for school/program resources must go to full members of the school/program, including students, there may be occasions when a school/program director will recommend that an adjunct not apply for a grant under University of Victoria affiliation, for example, if there are space or financial management constraints.

The school/program may put forward the name of an adjunct as a member of the Faculty of Graduate Studies. Through this mechanism an adjunct is able to teach a graduate course in the school/program (with a sessional appointment) or serve on the supervisory committee of a graduate student. Adjuncts may not serve as a supervisor but may be co-supervisor of a graduate student.

The extent to which a school/program will offer additional support to individuals in adjunct scholar positions will be determined by each unit. Although it is unlikely that an adjunct will be assigned office or lab space, shared space may be available for concentrated periods of research or teaching in the school/program as deemed appropriate. Reimbursement of legitimate, documented expenses while conducting University business related to the position of adjunct scholar are not precluded by this policy.