

**Policy on Non-remunerated Academic
Appointments**

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Approving Authority: Board of Governors
Effective Date: Oct 2024
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Associated Procedures: [Procedures for Non-remunerated Academic Appointments](#)

Purpose

- 1.00 The purpose of this policy is to set out conditions for appointing individuals to non-remunerated academic appointments.

Definitions

- 2.00 For the purposes of this policy and its procedures, the following definitions apply:

Adjunct academic appointment means a non-remunerated academic appointment of an individual whose academic qualifications and experience meet the criteria for academic appointment with rank set by the hiring unit.

Affiliate academic appointment means a non-remunerated academic appointment made to an individual whose non-academic professional credentials and experience meet the criteria for academic appointment set by the hiring unit.

Clinical adjunct means a non-remunerated academic appointment made to an individual whose expertise meets the criteria set by the hiring unit for supervision or instruction of students in a clinical setting.

Dean means the deans of the Faculties and the University Librarian.

Honorary academic appointment means a non-remunerated, non-employment academic appointment made to an individual who holds significant stature in the community through contributions and service relevant to the unit making the appointment.

Non-remunerated academic appointment means a non-employment academic appointment made to a unit without remuneration, which can take the form of an adjunct, clinical adjunct, affiliate, or honorary appointment.

Unit means a department or school within a Faculty, a Faculty without departments, or a Library.

Scope

- 3.00 This policy applies to all non-remunerated academic appointments at the University of Victoria.

Policy

- 4.00 Individuals who do not have a remunerated academic appointment at the University of Victoria may be appointed in one of the following non-remunerated academic appointments: adjunct; clinical adjunct; affiliate; or honorary, upon meeting the criteria in s. 2.00.
- 5.00 Affiliate, clinical adjunct and honorary academic appointments are normally made without rank.
- 5.01 In exceptional circumstances and with the approval of the Dean and Vice-President Academic and Provost, an affiliate academic appointment may be made with rank, in accordance with the normal processes for determining rank within the hiring unit. The appointment letter will reflect the rank and will outline the provisions for promotion.
- 5.02 Notwithstanding s. 5.00, affiliate appointments to UBC faculty teaching in the Island Medical Program shall be with rank equal to that of their UBC primary appointment.
- 6.00 Non-remunerated academic appointments may be for up to five years and may be renewed at the sole discretion of the University.
- 7.00 The University, with approval of the Vice-President Academic and Provost, may terminate a non-remunerated appointment in advance of its end date, with or without cause, upon two weeks written notice to the appointee.
- 8.00 Appointments made under this policy do not confer eligibility for appointees to become members of the Faculty Association or any other bargaining unit, except where the appointee is entitled to membership in a bargaining unit under the terms of the relevant collective agreement.
- 9.00 Individuals appointed under this policy are required to comply with all University, Faculty, and department/school policies and procedures that apply to them for the term of their non-remunerated academic appointment.
- 10.00 An individual appointed under this policy shall have access to the university library, a university ID, and may attend university and Faculty activities as appropriate. Office space is not normally included as a privilege, but may be allocated at the unit's discretion, with the approval of the Dean.
- 11.00 Where noted in their appointment letter, individuals appointed under this policy are eligible to apply for and hold research funding through the University of Victoria in accordance with the eligibility requirements of the granting agency. Academic publications arising from individuals with a non-remunerated appointment are expected to acknowledge any University of Victoria contribution to the work by citing the University of Victoria as an address of the author.
- 12.00 Individuals with a non-remunerated appointment may be recommended for membership in the Faculty of Graduate Studies as per the membership policy of the Faculty of Graduate Studies.

13.00 Any other privileges beyond those in s. 10.00 – 12.00 shall be set out in the appointment letter.

Authorities and Officers

14.00 The authorities and officers for this policy are:

- (i) Approving Authority: Board of Governors
- (ii) Designated Executive Officer: Vice-President Academic and Provost
- (iii) Procedural Authority: Vice-President Academic and Provost
- (iv) Procedural Officer: Deputy Provost

Relevant Legislation

- [University Act, RSBC 1996 c 468](#)

Procedures for Non-remunerated Academic Appointments

Procedural Authority: Vice-President
Academic and Provost
Procedural Officer: Deputy Provost

Effective Date: Oct 2024
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Parent Policy: [Policy on Non-remunerated Academic Appointments](#)

Purpose

- 1.00 The following procedures define the method by which the appointment, re-appointment, or termination of non-remunerated academic appointments will be conducted.

Scope

- 2.00 These procedures apply to all appointments and re-appointments made under the policy on non-remunerated academic appointments.

Procedures

- 3.00 Procedures for non-remunerated academic appointments/re-appointments shall follow the appointment procedures developed by the unit, as approved by the Dean of the Faculty, and will include:
- (a) the development and application of appointment and re-appointment criteria including expectations for scholarly contributions to the university;
 - (b) provisions to ensure equitable and inclusive consideration;
 - (c) procedures for consultation with regular faculty within the unit; and
 - (d) standards for timely notification and consideration of re-appointment.

Appointment process

- 4.00 Following a positive recommendation from the chair/director/associate dean (or equivalent in UVic Libraries) of the unit making a non-remunerated academic appointment/re-appointment, the unit shall forward to the Dean a nomination package that outlines:
- (a) the type and duration of non-remunerated academic appointment that is being recommended;
 - (b) the criteria for the non-remunerated academic appointment and verification that the candidate meets those criteria, including the candidate's up to date curriculum vitae;
 - (c) the rank recommended for the candidate (if applicable) and the process used to arrive at rank;
 - (d) the benefit of the appointment to the university;
 - (e) the duties and responsibilities associated with the appointment; and
 - (f) any privileges related to university resources or systems that pertain to the appointment.
- 5.00 Individuals appointed under this policy shall receive an appointment letter, signed by the Dean. This letter must follow the template approved by the Vice-President Academic and Provost's office, and will contain the following provisions:

- (a) the type and term of the non-remunerated academic appointment, including rank if applicable;
 - (b) provisions for renewal and termination;
 - (c) expected duties and responsibilities associated with the appointment;
 - (d) rights and privileges associated with the appointment; and
 - (e) a reference to the relevant university policy and procedures.
- 6.00 The signed appointment letter shall be placed in the appointee's personnel file held in the unit and shall be copied to the office of Faculty Relations and Academic Administration.
- 7.00 The Dean shall provide an annual report to the Vice-President Academic and Provost's office with a list of appointments made under the policy, years of service and a brief summary of annual contributions.

APPENDIX A

For the purposes of appointments made pursuant to this policy, "Unit" includes the UBC Faculty of Medicine Island Medical Program. Persons appointed under this Appendix have the same rights and responsibilities as those appointed under this Policy and any other terms and conditions stated in their appointment letters.
