

Procedures:	Adjunct Faculty, Research Associates and Visiting Scholars
Associated Policy:	Adjunct Faculty, Research Associates and Visiting Scholars – VPA 1.0
Procedure Holder:	Vice President, Academic and Student Services
Original Date:	August 2019
Last Revised:	
Next Review:	August 2021

1. Purpose and Background

See Policy document.

2. Guiding Principles

None.

3. Definitions

See Policy document.

4. Procedures

4.01 Approval Process

Recommendations for these appointments must be made to the President by one or more of the following:

- Vice President, Academic and Student Services
- Associate Vice President, Indigenous Engagement and Reconciliation
- Associate Vice President, Research Operations
- Associate Vice President, Research Development, and/or
- A dean or director.

The President approves all appointments and extensions of existing appointments under this policy.

Senate will receive notice of all appointments and extensions of appointments as information items only.

4.02 Appointment Length and Extension

Appointment terms under this policy can cover a period up to three years for an adjunct faculty, unless specified otherwise. The term of appointment for a research associate or visiting scholar shall be established during the application process and may be renewable upon request and with the agreement of the host department.

Appointments may be extended or modified, subject to an evaluation of activities conducted during the appointment term. Two months prior to the end of a term the appointee will provide a summary of activities to the sponsoring department or area, which will be reviewed within a recommendation for or against renewal to one or more of the following: VPA, AVP and Dean or Director.

4.03 Appointment Termination

The appointee may at any time request their term of appointment be terminated by providing, in writing, notice to one of the following:

- President
- Vice President, Academic and Student Services
- Associate Vice President, Indigenous Engagement and Reconciliation
- Associate Vice President, Research Operations
- Associate Vice President, Research Development or
- the appropriate dean or director.

Any of the above, on behalf of Yukon University, can terminate an appointment any time during the appointee's term, if they have a valid reason to do so. A termination notice will be provided in writing, with reasonable advance notice, to the appointee.

Termination of an appointment forfeits all privileges and benefits extended under the appointment.

4.04 Appointment Responsibilities and Privileges

Responsibilities and privileges will vary by appointment and be outlined in the Letter of Appointment.

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Responsibilities may include, but are not limited to, the following:

- serving on University committees, at the request of a dean/director
- conducting research activities or scholarship
- mentoring faculty
- mentoring and supervising students
- assisting with grant applications
- delivering presentations to both the University and the community, and
- guest speaking in University courses.

Appointees may or may not be resident at the University during the period of their appointment but are bound by the University's policies during the period of association with the University.

Appointees are required to acknowledge Yukon University in all communications or publications stemming from their appointment.

Appointees will not use their association with Yukon University to promote personal business opportunities.

Privileges will vary by appointment and be outlined in the Letter of Appointment. These may include the following:

- temporary workstation, if available (must be arranged in conjunction with Space Committee)
- lab access (under the sponsorship of a Yukon University faculty member)
- email account
- internet access
- right to claim association with Yukon University
- library privileges
- use of University letterhead.

Appointees may use their association with Yukon University for the purpose of external applications for research funding, recognizing that such funds must be administered by Yukon University and governed by its policies and procedures.

4.05 Compensation and Benefits

Appointments under this policy are not made under Yukon University's Collective Agreement (CA) with the Public Service Alliance of Canada. Thus, no compensation or benefits outlined in the CA will be extended to the appointee.

Individuals appointed under this policy who take on a guest speaking role within a University course may receive an honorarium at the discretion of the appropriate department.

This policy does not restrict an appointee from applying for casual instructor and casual researcher contracts with the University.

5. Exceptions to the Procedures

None.

6. Problem Solving

Any questions or concerns arising out of the intent, content, implementation, or application of this policy should be reported to the office of the Vice President, Academic and Student Services.

Where a concern or dispute arises from a decision made as a result of enforcing this policy, the office of the Vice President, Academic and Student Services should be notified as soon as possible after the decision has been made. In such cases the Vice President, Academic and Student Services will advise the concerned individual(s) of the appropriate appeal process to follow under the circumstances.

7. Forms

None.

8. Appendices

None.



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9. Document History

Include all updates here, including housekeeping changes, beginning with formal approval.

<i>Date</i>	<i>Update</i>
August 2019	Approved by Yukon College President.