

| ADJUNCT FACULTY POLICY |                                       |                 |   |
|------------------------|---------------------------------------|-----------------|---|
| Effective Date         | June 1, 2023                          | Policy Type     | Academic  |
| Responsibility         | Dean, Applied Research and Innovation | Cross-Reference | <ul style="list-style-type: none"> <li>• Respectful Workplace Policy</li> <li>• Intellectual Property Policy</li> <li>• Travel and Related Expenses Policy</li> </ul> |
| Approver               | Board of Governors                    | Appendices      | Appendix 1 - Memorandum of Agreement Template for Adjunct Faculty   |
| Review Schedule        | 5 Years                               |                 |   |

## 1. Policy Statement

- 1.1. Northwestern Polytechnic (NWP) recognizes the value of supporting adjunct faculty appointments to enrich NWP's culture of scholarship.

## 2. Background

- 2.1. A robust framework for adjunct faculty at NWP is needed to ensure productive relationships between the institution, adjunct faculty, and any third-party collaborators; support institutional goals and interests; and mitigate risk to NWP.

## 3. Policy Objective

- 3.1. This policy outlines the general responsibilities involved in adjunct faculty appointments for all interested parties.

## 4. Scope

- 4.1. This policy applies to all persons designated as adjunct faculty at NWP as well as any NWP staff who support the adjunct faculty program.

## 5. Definitions

- 5.1. **Adjunct faculty:** an uncompensated academic professional who engages in scholarly activity (e.g. research, academic program development, etc.) in affiliation with Northwestern Polytechnic. Normally, adjunct faculty will have a level of subject matter expertise and qualifications equivalent to what would be expected of any Academic Staff member at Northwestern Polytechnic.
- 5.2. **Supervising Dean:** the Dean or Associate Dean who endorses the adjunct faculty member's application and acts as a point of contact for their scholarly activities. Adjunct faculty must have the support of a Supervising Dean.

## 6. Guiding Principles

- 6.1. Adjunct faculty do not receive compensation from NWP.
- 6.2. Adjunct faculty are not considered Academic Staff and are therefore not covered under the Academic Staff Association Collective Agreement.
- 6.3. Prospective adjunct faculty will be appointed at the discretion of the supervising Dean based on the following criteria:
  - 6.3.1. Professional and/or academic qualifications
  - 6.3.2. Past record of scholarship
  - 6.3.3. Alignment of the proposed course of work with the strategic direction of the institution and the interests of the service region
  - 6.3.4. Intention to engage in knowledge-sharing activities in the NWP community
  - 6.3.5. Potential for student engagement in scholarship
- 6.4. Adjunct faculty must adhere to all NWP policies for the duration of their affiliation with the institution.
- 6.5. NWP's Applied Research office shall be notified when adjunct faculty are appointed to NWP and will be copied on relevant correspondence.
- 6.6. Adjunct faculty are not required to be physically present at an NWP campus or research facility during their term.
- 6.7. Upon appointment, Adjunct Faculty must enter a Memorandum of Agreement with NWP outlining a schedule of activities, anticipated outcomes, and resources dedicated by the institution to support the project.
- 6.8. Where feasible and appropriate, and at the discretion of the supervising Dean, NWP will provide support to adjunct faculty in the form of:
  - 6.8.1. Access to library collections
  - 6.8.2. Access to telephone, video conference, and email services
  - 6.8.3. Access to workspace hosted at an NWP campus
  - 6.8.4. Administrative support
  - 6.8.5. Printing, scanning, and photocopy access
  - 6.8.6. Faculty expertise and consultation
- 6.9. Any significant changes to the adjunct faculty's schedule of activities that occurs after the start date must be reviewed and approved by the supervising Dean.

## 7. Roles and Responsibilities

| Stakeholder                         | Responsibilities  |
|-------------------------------------|---|
| Board of Governors                  | <ul style="list-style-type: none"> <li>• Approve and formally support this policy.</li> </ul>   |
| Academic Council                    | <ul style="list-style-type: none"> <li>• Recommend and formally support this policy.</li> </ul>   |
| Provost and Vice-President Academic | <ul style="list-style-type: none"> <li>• Review and formally support this policy.</li> </ul>  |
| Office of Applied Research          | <ul style="list-style-type: none"> <li>• Support the work of Adjunct Faculty with administrative services and other resources</li> <li>• Record and report on Adjunct Faculty activities</li> <li>• When required, coordinate and broker institutional supports for the Adjunct Faculty.</li> </ul> |
| Adjunct faculty                     | <ul style="list-style-type: none"> <li>• Adhere to all NWP policies and procedures for the duration of the term.</li> </ul>   |

## 8. Exceptions to the Policy

8.1. Exceptions to this policy may be granted at the discretion of the Provost and Vice-President Academic.

## 9. Inquiries

9.1. Please send inquiries to the Office of Applied Research.

## 10. Amendments (Revision History)

- 10.1. Approved 2015 (Visiting Scholar Policy)
- 10.2. Revised 2016 (Visiting Scholar Policy)
- 10.3. Revised 2020 (Visiting Scholar Policy)
- 10.4. Revised 2022 (Visiting Scholar Policy)
- 10.5. Revised and Recommended by Academic Council: May 11, 2023
- 10.6. Approved by Board: June 1, 2023

## Appendix 1 – Memorandum of Agreement Template: Adjunct Faculty

### ADJUNCT FACULTY MEMORANDUM OF AGREEMENT

Between

**Northwestern Polytechnic**

And

**[Name]**

**Preamble:** Northwestern Polytechnic (herein referred to as “NWP” or “the Institution”) provides adjunct faculty with access to NWP expertise, facilities, and other resources to complete their scholarly initiatives. In return, adjunct faculty enrich the educational environment at NWP by contributing to our culture of scholarship and innovation, fostering partnerships and collaborations, and sharing research with our students, staff, faculty, and the NWP community.

1. [Adjunct faculty appointee Name], herein referred to as “the adjunct,” hereby affirms that they have met all of the following criteria and thus qualify for adjunct faculty status at NWP:
  - The adjunct is self-funded;
  - The adjunct has presented an approved course of study or research with well-articulated objectives;
  - The adjunct’s research goal(s) align with and support the strategic direction of the Institution’s research and innovation program;
  - The adjunct’s research includes a plan to publicly share findings with the NWP community/communities
2. The Adjunct will complete **the appended Schedule of Activities** during their term at NWP.
3. NWP will support the adjunct’s activities by providing:
  - Temporary workspace;
  - Access to NWP facilities, services and personnel including:
    - Library access and services
    - Telephone and email
    - Administrative support
    - Research facilitation services
    - Laboratory space
    - Recording Studio
    - Other resources as deemed feasible and appropriate, at the discretion of the Supervising Dean.
  - Permission to list NWP as a host institution or co-applicant when applying for research grants and other opportunities.

The adjunct will be hosted at NWP from the period commencing [Start Date] and concluding [End Date] inclusive.

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4. The adjunct will use only such NWP facilities and resources as authorized by the Supervising Dean and will abide by the core values and policies of NWP while occupying the role of Adjunct Faculty.
5. In the spirit of open access to information, the adjunct agrees to publicly present their findings within one year of the conclusion of their scheduled activities and invite NWP faculty, staff, students, and other members of the community to attend and participate.
6. The adjunct will conduct all research in a manner consistent with the Tri-Council Policy Statement-2 and in compliance with all NWP policies and protocols governing the ethical conduct of research at NWP, including Research Ethics Board research protocol and work plan.
7. The adjunct agrees to credit NWP appropriately in all publications resulting from work completed during their appointment.

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Adjunct Faculty Signature

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Date

Name (print): \_\_\_\_\_

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NWP Representative Signature

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Date

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_