

POLICY ON ADJUNCT APPOINTMENTS (LIMITED TERM)

Created: April 18,2000

Last Edited: April 16, 2016

Preamble:

The Department of Psychology recognizes that qualified professionals whose primary professional affiliation is outside the Department or University can contribute significantly to the realization of training, research, and/or administrative tasks. In some of these instances, it may be in the best interests of both the individual and the Department to award an adjunct or joint appointment to such a person both to recognize and to facilitate such contributions. To make such appointments meaningful to their recipients as well as to assure their positive contribution to the Department's reputation and pursuit of scholarly excellence, adjunct appointments will be accorded in keeping with both University guidelines and the following Departmental policy.

The Dean of the Faculty of Arts has sub-delegated authority to approve Adjunct Appointments. This document provides departmental policy and procedures for making recommendations to the Dean for adjunct appointments to the Department. Committee membership normally consists of the following:

Adjunct Appointments:

A. Eligibility for Adjunct Appointment

1. Adjunct faculty normally possess the PhD or equivalent degree in Psychology, or in a related discipline and/or hold a professional or administrative position of direct relevance to their Departmental responsibility
2. Adjunct faculty normally have a primary full-time appointment which is outside the Department or University of Calgary
3. Adjunct appointments are made when it's the most appropriate means by which to recognize an individual's ongoing contributions to the department

B. Rights and Privileges of Adjunct Faculty

1. Adjunct faculty are eligible to serve as supervisors of honours theses, and on the supervisory committees of graduate students in the Department, although membership on graduate supervisory committees is subject to approval by the Faculty of Graduate Studies. They can also serve as second readers on honours theses and research courses. Adjunct faculty cannot normally serve as the supervisor of required graduate student research projects (e.g., theses, research courses), although Clinical adjunct faculty may be permitted to supervise graduate students.
2. Adjunct faculty may attend and participate in Departmental faculty meetings on a non-voting basis.

3. Adjunct faculty may attend and participate in invited Program activities and Departmental seminars and colloquia.
4. Adjunct faculty will receive general departmental communications/news (e.g., Monday Memo).
5. Adjunct faculty will receive other benefits or privileges relevant to their task(s) as mutually agreed to by the Department Head.
6. An Adjunct appointment does not confer the right to seek grant or contract support in the name of the Department without permission of the Department Head.

C. Responsibilities of Adjunct Faculty:

1. It is expected that adjunct faculty assume significant academic responsibilities in teaching, research, and/or other services as agreed with the Head of the Department.
2. Renewal or continuation of adjunct appointments is dependent on the continued assumption of significant academic responsibilities and a level of professional department consistent with the highest standards of the academic profession.
3. As with all Academic appointments, adjunct faculty will use the University, its resources, and the privileges of their appointment in a manner consistent with the highest standards of professional conduct and ethical practice. Adjunct faculty will represent their adjunct status appropriately and emphasize that their primary appointment is outside the department.

D. Procedures:

1. Applications for adjunct appointments in Psychology are considered by the Performance Review Committee. Applications for adjunct appointments in the Program in Clinical Psychology are considered by the Performance Review Committee, upon the recommendation of the Program in Clinical Psychology. Because adjunct faculty members recommended by the Clinical Psychology program may be entitled to serve as research supervisors, a separate list of adjunct faculty in Psychology and Clinical Psychology will be retained by the Department.
2. To initiate the application process, a letter of application is submitted to the Department Head, along with a current curriculum vita and three letters of support (two from regular full-time faculty members in the Department of Psychology and one from the applicant's supervisor(s) in the institution of their primary affiliation). All letters must be specific in the proposed contribution of the individual to department as the letter of offer will outline specific expected duties. Copies of these letters are retained in the Department in an adjunct personnel file for the individual.
3. Adjunct appointments are of a 3-year duration, with the beginning of the term usually starting July 1 and ending June 30 of the third year. Applications for adjunct appointments in Psychology are normally due by March 30th. Applications for adjunct appointments in the Program in Clinical Psychology are normally due by February 28th.
4. The appointment renewal process begins in May with the Department requesting a letter of application and curriculum vitae from adjunct faculty wishing to be considered for renewal. The Head, in consultation with the Program in Clinical Psychology and the Performance Review Committee, considers renewals.