

Faculty of Education
ADJUNCT APPOINTMENTS
Purpose, Criteria and Process

Adopted by Faculty Council December 17, 2020

Adjunct appointments are made to establish a formal relationship between individuals and the Faculty of Education. Although adjunct appointees must be qualified for a regular or special appointment, these appointments have no financial implications for the University, nor do they signal any obligation or intent on the part of the Faculty of Education to give adjunct appointees preference over other qualified applicants.

A) Definition of Adjunct Appointments

Senate Bylaws:

20.1.4.5 Adjunct Appointment

A person holding this appointment will be involved in the academic activities of an AAU, a non-AAU based program or other non-administrative unit. An adjunct appointment may be made at any academic rank in cases where a person is qualified for an appointment. Such appointments may be for any period up to five years. An adjunct professor may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Adjunct appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Adjunct appointments made in a non-AAU based program, or other non-administrative, unit may be renewed by the Provost on the recommendation of the executive committee of the program or unit.

In addition to the regular adjunct appointment above, Senate Bylaw 20 recognizes three other unique categories of adjunct appointments:

1.4.5.1 Indigenous Scholar:

A member of an Indigenous community holding this adjunct appointment will be involved in the academic activities of an AAU, a non-AAU based program, or other non-administrative unit. Such appointments may be for any period up to five years. An Indigenous Scholar may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Indigenous Scholar appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Indigenous Scholar appointments made in a non-AAU based program, or other non-administrative unit, may be renewed by the Provost on the recommendation of the executive committee of the program or unit.

1.4.5.2 Clinical Appointment:

A recognized member of the healthcare industry holding this adjunct appointment will be involved in the academic activities of an AAU, a non-AAU based program or other non-administrative unit. Such appointments may be for any period up to five years. A Clinical appointment may be made at any academic rank in cases where a person is qualified for an appointment. A Clinical Professor may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Clinical appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Clinical appointments made in a non-AAU based program, or other non-administrative unit, may be renewed by the Provost on the recommendation of the executive committee of the program or unit.

1.4.5.3 Professor of Practice:

A recognized leader in their field of practice, holders of this adjunct appointment will be involved in the academic activities of an AAU, a non-AAU based program or other non-administrative unit. Such appointments may be for any period up to five years. A Professor of Practice appointment may be made at any academic rank in cases where a person is qualified for an appointment. A Professor of Practice may, if appointed to do so, serve as co-supervisor of a graduate student's research committee. Professor of Practice appointments made in an AAU may be renewed by the Provost on the recommendation of the AAU Council. Professors of Practice made in a non-AAU based program, or other non-administrative unit, may be renewed by the Provost on the recommendation of the executive committee of the program or unit

B) Criteria for Appointment

The academic and professional qualifications of adjunct appointees should parallel those of faculty members holding full-time tenure stream appointments [Bylaw 20.1.1]. Adjunct appointments will be made at the following ranks:

Lecturer

Master's preparation with relevant research, teaching, and/or service experience.

Assistant Professor

Ph.D. or equivalent with minimal (i.e., two to five years) teaching/research experience and evidence of teaching/research, scholarship, and creative activity/ or service congruent with expectations outlined in *Faculty of Education Standards and Criteria for Renewal, Tenure, and Promotion* document.

Associate Professor

Ph.D. or equivalent with six or more years of teaching/research experience and evidence of teaching/research, scholarship, and creative activity/ or service congruent with expectations outlined in *Faculty of Education Standards and Criteria for Renewal, Tenure, and Promotion* document.

Professor

Ph.D. or equivalent with twelve or more years of teaching/research experience and evidence of teaching/research, scholarship, and creative activity/ or service congruent with expectations outlined in *Faculty of Education Standards and Criteria for Renewal, Tenure, and Promotion* document.

Full-time Faculty of Education members, or those retired from the Faculty of Education., and current students in a Faculty of Education academic program (full-time or part-time) are not eligible for appointment to an adjunct position.

C) Role/Expectations

Adjunct faculty appointees are expected to contribute a portion of their professional time to defined academic activities in the Faculty of Education. Some examples of these kinds of activities are:

1. Participation on Masters' and Doctoral committees in the following capacities: co-supervisor; internal department reader; outside department reader per senate bylaw pending designation as Affiliate Graduate Faculty. <https://www.uwindsor.ca/graduate-studies/369/graduate-faculty>.

2. Serve as chair of a graduate student thesis defense.
3. Assist with the development of a specific course, program and/or learning resource.
4. Teach one or more Faculty of Education courses in pre-service, graduate or continuing teacher education programs.
5. Develop or engage in significant research, scholarly, or creative activity within the Faculty of Education or in collaboration with one or more full-time Education faculty members.
6. Engage in service to the Faculty of Education, to the University of Windsor, to local, national or international communities, or to academic, professional or disciplinary communities in ways congruent with expectations outlined in *Faculty of Education Standards and Criteria for Renewal, Tenure, and Promotion* document.
7. Engage in university-wide activities of an educational nature as a representative of the Faculty of Education.

D) Process for Initial Appointment and Renewal

1. Nominations/applications must include: a letter of application describing how the applicant will contribute to the faculty of Education as per section C of this document, a detailed and current curriculum vitae (cv), and three letters of reference in support of the application (1 of which is to be an internal recommendation from a full-time Education faculty member) to be submitted directly to the Office of the Dean of Education by the referee.
2. All application documentation must be submitted to the Dean of the Faculty of Education by February 1 in any given academic year for consideration by the appointments committee. Adjunct appointments in the Faculty of Education will normally be effective as of July 1 each year and will be up to five years in duration.
3. Applications for initial appointment for adjunct faculty status will be reviewed by the Appointments Committee, which will hold a vote to recommend or not recommend an applicant for an adjunct appointment. The Appointments Committee's recommendation to Faculty Council will be based on an appraisal of the candidate's actual or potential contributions to the Faculty of Education, the candidate's qualifications, and the referees' letters.
4. Applications for renewal will be reviewed by the Renewal, Tenure and Promotion (RTP) Committee. Renewals will be contingent upon evidence of continuing fulfillment of the expectations identified in Section C of this document. Adjunct faculty appointees who wish to renew their appointment, must submit a letter requesting renewal, a detailed and current curriculum vitae (cv), and three letters of reference in support of the application (1 of which is to be an internal recommendation from a full-time Education faculty member) by February 1 of the final year of their current adjunct appointment. Renewal of adjunct appointments in the Faculty of Education will normally be effective as of July 1 each year and will be up to five years in duration.