

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the policy of the Board of Governors that breach of College Policies or Procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	D. Student and Academic
SUBJECT:	Adjunct Faculty, Researchers, Scientists and Associates
POLICY NUMBER:	D17
CROSS REFERENCE:	

NEW \ REVISED			
Board of Governors	Administrative Services Committee	Academic Council	Common Issues
Date: October 23, 2014	Date: October 14, 2014	Date:	Date:

POLICY STATEMENT

To develop and strengthen links with industry and to provide opportunities for increasing knowledge and expertise within the Academic Departments and Centres of Excellence, Olds College supports the appointment of Adjunct Faculty / Researchers / Scientists / Industry Associates.

SPECIFIC GUIDELINES

1. The position is "honorary" to the extent that the Adjunct Faculty / Researcher / Scientist / Industry Associate do not hold a formal position within the College.
2. Adjunct appointments may be made where there would be an advantage to the College and/or its' students in having the person participating in instruction, research or other activities and where the appointment would not more appropriately fit another category of appointment.
3. The appointments may be granted to individuals who have practiced a profession with distinction or particular success, or have special skills or learning of value to the College.
4. An Adjunct Faculty / Researcher/ Scientist / Industry Associate would be an individual whose primary employment or activities are external to the College.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President, Academic and Research and the Director of Human Resources. This policy will be reviewed every five years.

OLDS COLLEGE PROCEDURES

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SUBJECT AND POLICY NUMBER	D17 Adjunct Faculty, Researchers, Scientists and Associates
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NEW \ REVISED

Common Issues	VPSS	VPAR	VPAD
Date:	Date:	Date: March 17, 2014	Date:

Adjunct Faculty / Researcher / Scientist / Industry Associate appointments are initiated by a recommendation from a Dean / Director / Associate Vice President, to the Vice President, Academic and Research and shall include documentation that the appointment will be advantageous to the College.

An Adjunct Faculty / Researcher / Scientist / Industry Associate is appointed for a defined term, renewable at the discretion of Olds College.

Where a recommendation is approved by the Vice President, Academic and Research, the Director of Human Resources will arrange for an offer to be sent to the nominee setting out the conditions and term of the appointment. The appointee must return a signed copy of the letter to confirm acceptance of the appointment, and the terms and conditions.

Adjunct Faculty are not normally remunerated.

The honorary duties of Adjunct Faculty / Researcher / Scientist / Industry Associate may include participation in instruction, mentoring, practicum supervision, participation in research projects and participation on School / Centre / College committees.

Should an Adjunct Faculty / Researcher / Scientist / Industry Associate be assigned formal instructional responsibilities, a separate appointment will be made.

Research opportunities must be screened and approved by the Vice President, Academic and Research or the Associate Vice President, Research and Learning Enterprises.

The following criteria will be used to determine suitability for Adjunct Faculty appointments:

- Evidence of significant and ongoing contributions to a field of expertise relevant to the program / department / School / research activity.
- Evidence of willingness and ability to contribute to the program / department / School / research activity.
- Evidence of an appropriate level of scholarship, such as a relevant academic education, recent contributions to relevant industry which may include publication, or relevant professional practice.

It is the responsibility of the Dean / Director / Associate Vice President to monitor the work of any Adjunct Faculty / Researcher / Scientist / Industry Associate in his /her department / School.

Access to institutional data for research purposes must be coordinated and authorized by the Institutional information owner and the Dean / Associate Vice President that the research will be conducted in or for.

The privileges which may accompany the appointment of the Adjunct Faculty / Researcher / Scientist / Industry Associate may include office or laboratory space, equipment / research plot access, committee membership, instruction or practicum participation. The appointment may include the same access to library, IT, parking and recreational facilities as Academic and Research Staff Members. Rates that may be charged for these privileges will be consistent with those paid by employees of Olds College, if applicable. Such privileges will be specified in the letter of offer.

Business cards may be provided, with the approval of the Dean / Director / Associate Vice President and at the expense of the School / department.

An Adjunct Faculty / Researcher / Scientist / Industry Associate must request and receive approval in advance to use Olds College facilities including laboratory space.

Adjunct Faculty / Researcher / Scientist / Industry Associate will abide by the Olds College Code of Conduct and all college policies and procedures.

The appointee or the College may terminate the appointment by written notice to the other party, in writing.