

ACADEMIC APPOINTMENT TYPES AND DETAILS - Faculty of Arts & Science

Details	Academic Appointment Types				
	Teaching Fellow	Adjunct 1	Cross-Appointments	Term Adjunct (includes former Term and Sessional Adjuncts)	Continuing Adjunct
Definition	<p>An individual registered in a Queen's graduate program that has responsibility for teaching all or part of a Queen's degree-credit course in the discipline in which they are registered.</p> <p>If they instruct in a different discipline then which they are registered, their appointment type changes to <i>Term Adjunct</i>.</p>	<p>An appointment for one year or more (maximum five years) for persons who, usually members of professions, give their services to the University for some or no remuneration. Most Appointees do not normally receive a salary that is paid monthly through the University payroll system. Appointments may be renewed upon the recommendation of the Head of Department.</p>	<p>A cross-appointed Member is based in a home Unit at Queen's but has prescribed and limited responsibilities in another Unit, as agreed to by the appointee and the respective Dean(s) (and Heads if applicable). The filing of annual reports and applications for renewal, tenure, and promotion are directed to, and handled through, the home Unit. Individuals holding faculty appointments at the Royal Military College of Canada may also hold cross-appointments at Queens University.</p>	<p>Limited-term adjunct faculty appointment of up to three (3) years duration; appropriate rank and limited range of academic responsibilities; appointed to instruct and evaluate for pay, individually or jointly, one (1) or more degree course(s), or course sections(s) (or parts thereof).</p> <p>Remuneration rates are calculated from May 1st to April 30th annually.</p>	<p>Adjunct Faculty appointment with appropriate rank and a limited range of academic responsibilities that can be terminated only by retirement, resignation, dismissal for cause, or layoff pursuant to the Collective Agreement.</p>
Annual Dates	September 1 st to August 31 st	Variable; one to five year terms	Variable; usually one to five year terms	Teaching Assessment for SpecRoR: July 1 st to June 30 th Remuneration rates: May 1 st to April 30 th	Appointments begin: July 1 st Annual salary increases are processed for July payroll retroactive to May 1 st
Workload Maximums		Variable	Limited responsibilities in another Unit as agreed.	One or more degree half-credit (0.5) course(s) or course section(s) (or part thereof) Article 25.1.3.1	Variable; workload entitlement and FTE are determined at the time of appointment
Governance	The Public Service Alliance of Canada (Graduate Teaching Assistants and Teaching Fellows, Local 901)	Senate	<i>Collective Agreement</i> (2015-2019) for Faculty, Librarians and Archivists between Queen's University Faculty Association (QUFA) and Queen's University Article 25.2.2	<i>Collective Agreement</i> (2015-2019) for Faculty, Librarians and Archivists between Queen's University Faculty Association (QUFA) and Queen's University Article 25.1.3.1	<i>Collective Agreement</i> (2015-2019) for Faculty, Librarians and Archivists between Queen's University Faculty Association (QUFA) and Queen's University Article 25 & 32.5
Processing Body	Forward all documentation to the Dean's Office for processing (L. Neumann)	For research collaboration, forward documentation to the Dean's Office for processing (L. Neumann) For co-supervision, forward documentation to SGSR for approval; SGSR	Forward all documentation to the Dean's Office for processing (L. Neumann)	Forward all documentation to the Dean's Office for processing (H. Duguay)	Forward all documentation to the Dean's Office for processing (L. Neumann)
Salary Rates	As per Schedule A, wages and stipend rates in the Collective Agreement		N/A	Refer to Article 42.4.1, Tables A, B, C, D, E, F & G of the <i>Collective Agreement</i>	Refer to Article 42.3 of the <i>Collective Agreement</i>
Contact for Assistance	Heather Duguay duquayh@queensu.ca x75395	Heather Duguay duquayh@queensu.ca x75395	Heather Duguay duquayh@queensu.ca x75395	Kelly Green kelly.green@queensu.ca x77168	Lisa Neumann ln@queensu.ca x74722