

Adjunct Group 1 Appointment Procedures with Graduate Student Supervision/Co-Supervision Faculty of Arts & Science

Definition:

An appointment for persons who, usually members of profession, give their services to the University for some or no remuneration. Most appointees do *not* normally receive any remuneration during these appointments. Appointments may be renewed upon the recommendation of the Head of Department.

Appointment Dates:

Appointment dates vary from a minimum of one (1) year to five (5) years in duration. Lengthier appointment dates are often associated with research grant funding when research collaboration is the primary role of the appointment.

Governance:

To review the **Statement on Adjunct Academic Staff** (last revised: June 23, 1994), please refer to the Senate web site at: <http://www.queensu.ca/secretariat/policies/senate/statement-adjunct-academic-staff-and-academic-assistants>

Required Documentation:

To process an Adjunct Group 1 appointment, the following documentation is required:

- Academic Appointment Form which can be found at:
<http://www.queensu.ca/humanresources/forms>
- Date of Birth, Social Insurance Number and Permanent Mailing Address (MUST be entered on the Data Sheet)
- Recommendation memo from the Department Head
- Current CV

Processing Bodies:

The School of Graduate Studies (SGS) has asked all academic deans to ensure that Adjunct Group 1 Appointments that include permission for supervision/co-supervision of graduate students, be approved **first** by the SGS before the official appointment letter is released. Final approval for the appointment still lies with the Dean of Arts & Science.

Procedure:

For departments wishing to submit Adjunct Group 1 appointments that fit these criteria, please note the following procedure:

- The current CV, Academic Appointment Data Sheet, and Recommendation memo from the Head should be sent to Kristin Cliff at the SGS (ext. 77311, 425 Gordon Hall, sgsasst@queensu.ca).
- The SGS Associate Dean will review the appointment and provide a memo outlining the necessary approval/denial as it relates to the matter of supervision/co-supervision.
- The SGS will then forward the entire file, including The Associate Dean's approval/denial memo, to Arts & Science for review and final approval.
- Once approved by Arts & Science, the official appointment letter will be prepared for signature by the Dean, with copies directed to the department and the SGS.

Questions or concerns should be directed to Lisa Neumann.

Lisa Neumann, Manager, HR
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