

**Adjunct Group 1 Appointment Procedures**  
For Research Collaborations, Committee Participation, etc.  
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 Head of Department
- Current CV

**Processing Body:**

For research collaboration, please forward the documentation to Lisa Neumann in the Dean's Office for processing.

Once the appointment has been approved, the official appointment letter will be prepared for signature by the Dean, with a copy directed to the department for their records.

Questions or concerns should be directed to Lisa Neumann.

**Lisa Neumann, Manager, HR**  
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