

# **CONCORDIA UNIVERSITY**

## **Office of the Provost**

### **Guidelines for Affiliate Faculty Appointments at Concordia University**

#### **1. Rationale**

Affiliate faculty positions provide a means for Concordia University (the University) to recognize accomplished and qualified individuals who are able to make significant contributions to the teaching and research endeavors of the University by virtue of their professional expertise and scholarship.

Affiliate faculty may carry out collaborative research with full-time faculty at Concordia, co-supervise graduate students along with a full-time faculty member, and apply for and hold research funding from external research agencies such as SSHRC, NSERC, CIHR, FQRSC, FQRNT, and FRSQ.

#### **2. Designations of appointment**

Affiliate faculty appointments are made with the designations of Affiliate Professor, Affiliate Associate Professor and Affiliate Assistant Professor. Appointment with one of these designations requires qualifications corresponding to those of full-time faculty members appointed at the cognate rank.

#### **3. Eligibility and Qualifications**

Normally a prospective Affiliate faculty appointee holds a full-time position outside Concordia. Independent or self-employed researchers may also be nominated when there are substantial benefits to the research activities of the program, department, school, or Faculty. Part-time faculty members are also eligible to be appointed as Affiliate faculty without losing their Part Time status through an agreement between the University and the Concordia University Part time Faculty Association.

In general, all four of the following criteria will be used to judge suitability for an Affiliate appointment:

1. evidence of an ongoing collaboration with a faculty member at Concordia;
2. evidence of significant and ongoing contributions to a field of expertise relevant to a program, department, school or Faculty;
3. willingness and ability to contribute to a program, department, school or Faculty;
4. evidence of an appropriate level of scholarship, such as a relevant academic degree, recent contributions to relevant academic or professional literatures, or relevant professional practice;

Particular programs, departments, schools, or Faculties may establish additional criteria.

#### **4. Duration and Dates of Appointment**

The Affiliate faculty appointment is made for terms of one, two, or three years. Normally, such appointments shall begin on June 1.

#### **5. Remuneration**

Affiliate appointments are courtesy positions and carry no entitlement to remuneration.

#### **6. Responsibilities**

Responsibilities of an Affiliate faculty member may include:

- Participation in the ongoing research activities of a program, department, school, or Faculty, in collaboration with a full-time faculty member;
- Initiating new research activities as identified by the unit;
- Co-supervision of undergraduate and graduate students, in collaboration with one or more full-time faculty member;
- Development of courses or other activities that support the academic mission of the unit, in collaboration with one or more full-time faculty members.

## 7. Teaching by Affiliate Faculty

When qualified, Affiliate faculty may teach courses at the University. These courses may be applied for or assigned. *As noted below, teaching assigned courses has important implications for Affiliate faculty.*

### *Courses that are applied for*

When Affiliate faculty apply for part-time teaching contracts that are posted and are awarded through a Part-Time Hiring Committee, they are deemed part-time faculty members. All aspects of their teaching shall be governed by the terms of the Collective Agreement (CA) between the University and the Concordia University Part-time Faculty Association (CUPFA).

### *Courses that are assigned*

When a course is assigned to an Affiliate faculty appointee by a unit head, the instructor is classified as an Adjunct under the terms of the CUPFA CA. The Articles of the CUPFA CA relating to Adjunct faculty will apply to these Affiliate faculty members. **One specific consequence of this classification is that the Affiliate faculty will not be eligible to apply for part-time teaching contracts as specified above until her or his classification as an Adjunct has been changed in accordance with the procedures outlined in the CUPFA CA. Under the terms of the 2002-2012 CUPFA CA, Adjuncts may apply to have their names removed from the Adjunct classification list 10 years after they completed their assigned course.**

## 8. Privileges of Affiliate Faculty Status

The general privileges associated with holding an Affiliate faculty appointment may include:

- Eligibility to apply for and hold research funds from external research agencies such as SSHRC, NSERC, FQRSC, FQRNT, and CIHR (see section 9 for more details);
- Access to the University Library;
- The right to refer to the affiliation with Concordia University in research publications and conference presentations.

Details about Affiliate faculty privileges should be discussed with the head of the academic unit to which an Affiliate faculty is being considered for appointment before the appointment is finalized. Access to relevant research laboratories and assistance from professional staff, as required and as stipulated in the terms of appointment, may be negotiated with the unit head.

Affiliate faculty may be invited by the unit head to participate in departmental curriculum committees, departmental councils, thesis supervisory and examination committees, or in any other case where their participation will be beneficial to the programs in the department.

## **9. Applications for External Research Grants and Contracts**

Requests by Affiliate faculty to apply for external research grants and contracts will be considered based on unit-level guidelines.

When an Affiliate faculty appointee holds a research grant or contract and his or her appointment ends before the grant or contract expires, and is not renewed, granting agency guidelines will determine how any remaining funds should be used.

## **10. Procedure for Nomination and Appointment**

1. Prior to nomination, the candidate shall normally consult the head of the academic unit in which the appointment is being requested in order to ensure that all expectations and responsibilities are adequately understood.
2. Applications for Affiliate appointment require the endorsement of at least one current full-time faculty member in the unit in which the appointment is requested. The sponsoring full-time faculty member shall send a nomination letter to the head of the academic unit in which the appointment is being requested, ideally three months prior to the proposed appointment date.

All nominations should be supported by a reasoned report outlining the expected contribution of the nominee to the academic life of the unit, along with letter of intent and a recent CV from the candidate. The letter of intent should include explanation of the nature of the collaboration to be undertaken during the appointment.

3. The unit head shall submit the application to a departmental committee established for reviewing Affiliate faculty appointments, or an appropriate committee in the academic unit that is chaired by the academic unit head, ideally at least two months prior to the proposed appointment date.
4. This committee shall make a recommendation to the Dean. Recommendations shall include any stipulations or explicit expectations that the departmental committee wishes to be included with the letter of appointment.
5. The Dean shall forward a recommendation to the Provost along with the departmental recommendation.
6. If approved, the appointment will be made by the Provost.

The appointment letter shall include any stipulations or explicit expectations that the departmental committee included in its recommendation.

## **11. Procedure for Reappointment**

Reappointments shall be based on the significant collaborative activities of the incumbent and the significant benefits to the programs, department, school, or Faculty during the period of the previous appointment. Normally, reappointments shall start on June 1.

1. To initiate consideration for reappointment, the incumbent shall send a report of her or his activities during the Affiliate appointment, along with an updated CV, to the sponsoring full-time faculty member, ideally at least three months prior to the expiry date of the appointment.

More specific requirements for applying for reappointment may be set by particular programs, departments, schools, or Faculties.

2. The nomination for reappointment shall proceed as outlined the steps 2 through 6 in the nomination and appointment procedure outlined in section 10 above.

## **12. Affiliate Librarian Appointments**

Affiliate Librarian appointments may be made according to the same rationale and eligibility criteria as those outlined for faculty appointments. The same responsibilities, privileges and procedures will apply.

## **13. Termination**

Affiliate appointments end on the date specified in the appointment letter provided by the Provost; alternatively, appointments may be terminated upon notice by the University or by the Affiliate faculty. Normally, a month's notice is required. However, in exceptional circumstances, the University may terminate the appointment with shorter notice.