

CONCORDIA UNIVERSITY

Office of the Provost

Guidelines for Affiliate Faculty Appointments at Concordia University – Revised 2016

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. Although generally offered to individuals who are not full-time faculty at the University, Affiliate Faculty appointments may also be offered to full-time faculty members in order to foster research collaboration and student supervision or co-supervision, as appropriate, across Academic Units and Faculties.

Non full-time Affiliate Faculty may carry out collaborative research with full-time faculty at the University, co-supervise student research along with a full-time faculty member, and apply for and hold research funds from external research agencies, when eligible. It is important for sponsoring Faculties and Academic Units to be aware that Affiliate Faculty from outside the University must read and agree to abide by all relevant University policies, including but not limited to the Policy on Intellectual Property (VPRGS-9), the Policy on Conflicts of Interest in Research (VPRGS-5), the Code of Ethics: Guidelines for Ethical Actions (BD-4) the Policy for the Ethical Review of Research Involving Humans (VPRGS-3), the Policy for the Responsible Conduct of Research (VPRGS-12) and the Policy on Postdoctoral Fellows (VPRGS-4).

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

A prospective Affiliate Faculty appointee may hold a full-time position outside of the University or be a full-time faculty member from a different Academic Unit within the University. 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 (CUPFA).

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

- a) Evidence of an ongoing collaboration with a full-time faculty member at the University;
- b) Evidence of significant and ongoing contributions to a field of expertise relevant to a program, Department, School or Faculty;
- c) Willingness and ability to contribute to a program, Department, School or Faculty;
- d) 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, Dates and Limits of Appointment

The Affiliate Faculty appointment is made for one, two, or three years. Normally, such appointments shall begin on June 1. An Affiliate Faculty cannot be affiliated with more than four Academic Units (including their home unit, in the case of full-time faculty at the University).

5. Remuneration

Affiliate Faculty 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 from the host unit;
- Initiating new research activities as identified by the host unit;
- Co-supervision of undergraduate and graduate students, in collaboration with full-time faculty in the host unit;
- Development of courses or other activities that support the academic mission of the host unit, in collaboration with a full-time faculty member in the host unit.

7. Teaching by non full-time Affiliate Faculty

When qualified, Affiliate Faculty, other than those who are full-time faculty at the University, who are subject to the rules applicable in the CUFA collective agreement, 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 who are not full-time faculty at the University apply for part-time teaching contracts that are posted and are awarded through a Part-time Hiring Committee (PTHC), they are deemed part-time faculty members. All aspects of their teaching shall be governed by the terms of the Collective Agreement between the University and CUPFA (the “CUPFA CA”).

Courses that are assigned

When a course is assigned by a unit head to an Affiliate Faculty appointee who is not full-time faculty at the University, 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 non full-time Affiliate Faculty members. One specific consequence of this classification is that the non full-time 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 2012-2015 CUPFA CA,

Adjuncts may apply to have their names removed from the Adjunct classification list three 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 when eligible (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 host academic unit 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 host unit to participate in departmental curriculum committees, departmental councils, thesis supervisory and examination committees or in any other case or activity where their participation will be beneficial to the programs in the Department.

9. Applications for External Research Grants

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

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

10. Procedure for Nomination and Appointment

- a) Prior to nomination, the candidate shall normally consult the head of the host academic unit to ensure that all expectations and responsibilities are understood. In the case of full-time faculty members, the head of the home unit, and in case of a cross-faculty appointment, the Dean of the home unit's Faculty, shall also be consulted.
- b) Applications for Affiliate Faculty 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.
- c) The unit head of the host unit 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.
- d) 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
- e) The Dean shall forward a recommendation to the Provost along with the departmental recommendation.
- f) If approved, the Provost will make the appointment. 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.

- a) To initiate consideration for reappointment, the incumbent shall send a report of her or his activities during the Affiliate Faculty appointment, along with an updated CV, to the sponsoring full-time faculty member with a copy to the academic unit head, 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.
- b) The nomination for reappointment shall proceed as outlined the steps b) through f) 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 Faculty appointments normally 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, at the University's sole discretion, the University may terminate the appointment with shorter notice.