

## **ACADEMIC COLLEAGUES POLICY**

**University Policy No.:** HR5500

**Classification:** Human Resources

**Approval Authority:** General Faculties Council and Board of Governors

**Effective Date:** May 2017

**Supersedes:**

**Last Editorial Change:** August 2017

**Mandated Review:** May 2024

### **Associated Procedures:**

Adjunct Academic Colleagues Procedure; Sessional Instructor Procedure; and Visiting Faculty Member Procedure

## **POLICY PURPOSE**

Concordia University of Edmonton recognizes the important contributions of Academic Colleagues as a group of individuals who provide an important service to Concordia and its students.

The purpose of this policy is to promote transparent procedures concerning the relationship between Concordia University of Edmonton and Academic Colleagues who are not covered by Concordia's Collective Agreement.

## **DEFINITIONS**

- Academic Colleagues - include, but are not limited to, Adjunct Academic Colleagues, Contract Sessionals, Sessional Instructors, and Visiting Faculty Members.
- Adjunct Academic Colleague - an individual who has substantial experience in a profession or discipline and who participates in the teaching and/or research activities of a Department or Program at Concordia University of Edmonton without expectation of compensation.
- Contract Sessional - an individual who has:
  - a) an instructional appointment to teach one or more three-credit courses or equivalent at Concordia University of Edmonton; and
  - b) an appointment to perform administrative, managerial, or professional duties at Concordia University of Edmonton.
- Sessional Instructor - an individual who has an instructional appointment to teach one or more three-credit courses or equivalent at Concordia University of Edmonton.

- Visiting Faculty Member - an individual who holds a position at the rank of Instructor, Assistant, Associate or Professor in a recognized university, or who holds an equivalent position in another appropriate organization.

## **POLICY**

The title of “Academic Colleague” represents no entitlement to authority, rights, privileges or resources; nor does it imply or create an employment or research relationship between Concordia University of Edmonton and the Academic Colleague.

Academic Colleagues can participate in the teaching and/or research activities of Concordia University of Edmonton.

Academic Colleagues will be subject to and bound by all relevant policies and procedures of Concordia University of Edmonton, and the rules and regulations set out by the appointing Vice President Academic, Dean, or Faculty.

## **Roles and Responsibilities**

The procedures and guidelines concerning the recruitment, selection, supervision, evaluation and termination of Adjunct Academic Colleagues at Concordia are articulated in the Adjunct Academic Colleagues Procedures.

The procedures and guidelines concerning the recruitment, selection, supervision, evaluation and termination of Sessional Instructors and Contract Sessionals at Concordia are articulated in the Sessional Instructors Procedure.

The procedures and guidelines concerning the recruitment, selection, supervision, evaluation and termination of Visiting Faculty Members at Concordia are articulated in the Visiting Faculty Members Procedure.

## **AUTHORITIES AND OFFICERS**

- a. Approving Authority: Deans’ Council
- b. Designated Executive Officer: Vice-President Academic
- c. Procedural Authority: Dean of the Faculty
- d. Procedural Officer: Dean of the Faculty

## **RELATED LEGISLATION**

Post Secondary Learning Act

## **RELATED POLICIES AND DOCUMENTS**

Adjunct Academic Colleagues Procedure

Sessional Instructor Procedure

Visiting Faculty Member Procedure