

Complete Policy Title:
**Procedures for Part-Time
Appointments (except in Health
Sciences)**

Policy Number (if applicable):
SPS 4

Approved by:
**Senate Committee on
Appointments
Senate (Received)**

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Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

***DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

The following procedures should be followed in the making of part-time appointments.

1. **Adjunct Academic Appointments at Rank of Lecturer or Above**

- a. The title of Adjunct Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor or Adjunct Professor should be reserved for persons holding full-time positions at other institutions, or independent scholars who are not employees of McMaster University.
- b. These appointments should be reserved for persons who will have a significant involvement in the teaching and/or research activity of the Department, usually extending beyond one year.
- c. Recommendations from Departments will be subject to approval by the Faculty Appointments Committee^{1*}.
- d. Salary or stipend arrangements are to be approved by the Dean and the Provost.
- e. The letter of appointment from the President is to be prepared by the Dean's office and approved by the Provost. Copies are to be sent to the Faculty Appointments Committee.
- f. Appointments are to be reported to the Senate Committee on Appointments for information.

¹ *The Faculty Appointments Committee consists of the Provost and Vice-President (Academic), the Dean of Graduate Studies, the Faculty Dean and the relevant Department Chair.

2. "Visiting" Appointments at Rank of Lecturer or Above

- a. The title of "Visiting Lecturer" or "Visiting Professor" should be reserved for persons visiting for short periods from other universities or institutions. They may be on their own sabbaticals or leaves, or they may be serving here as short-term replacements. Normally, visiting appointments would not extend beyond one year.
- b. Recommendations from Departments, including salary and stipend arrangements, are to be approved by the Dean and the Provost.
- c. Letter of appointment from the President are to be prepared by the Dean's office and approved by the Provost.
- d. Visiting appointments are to be reported to the Senate Committee on Appointments for information.

3. Teaching Appointments Without Rank

- a. Appointments as "instructors" or "special lecturers", usually on short-term contracts, may be required to staff courses in the regular teaching program, in part-time degree studies, or in continuing education.
- b. Recommendations from Departments, including salary or stipend arrangements, are to be approved by the Dean and, whenever appropriate, the Coordinator of Part-Time Degree Studies and/or the Director of the Centre for Continuing Education.
- c. The contract or letter of appointment is to be prepared and signed by the Faculty Dean, the Coordinator of Part-Time Degree Studies or the Director of the Centre for Continuing Education, whoever is appropriate.
- d. Letters of appointment to persons teaching in the regular undergraduate program are to be copied to the Faculty Appointments Committee. These particular appointments are to be reported to the Senate Committee on Appointments for information.

4. Research Appointments Without Rank

- a. Departments may wish to involve faculty members from other universities or staff members of research or cultural institutions in the scholarly work of the Department. These persons, who would have no direct involvement in teaching activities, may be appointed with the title "Research Associate". (This category is not to be confused with appointments of postdoctoral or technical staff, paid from research funds, for whom other procedures apply).
- b. The letter of appointment is to be signed by Department Chair, subject to the approval of the Dean and copied to the Faculty Appointments Committee. No further reporting is required.
- c. No stipends are to be paid from University funds.

5. Artist-in-Residence

- a. This category of appointment is to allow for the appointment to the University of distinguished performers, artists or writers. Normally, the appointments will be part-time over a specified period. They will not involve regular teaching duties.
- b. Letters of appointment from the President are to be prepared by the Dean's office and approved by the Provost.
- c. These appointments are to be reported to the Senate Committee on Appointments for information.

NOTE

1. If a potential part-time appointee (other than those in Category 3 above) holds full-time employment at another university, institution or company then the approval of that "home" employer should be obtained before any letter of appointment is sent out. ***In the cases of appointments in categories 1 and 2 above (except for persons visiting while they are on leave) this approval must be obtained in writing.***
2. The participation of any part-time appointee in the graduate work of a Department is subject to the regulations of Senate and the School of Graduate Studies and to the approval of the Dean of Graduate Studies.
3. All appointments in Categories 2-5 will be contractually limited ones and will be so identified in the letters or contracts of appointment.