

Adjunct staff

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Cross reference/related documents:	8.1.3 Graduate teaching assistants	

1.0 Rationale and principles which this policy seeks to uphold

- 1.1 By the appointment of adjunct staff, the University may supplement its existing complement of academic staff and thereby also enhance collaborations with external academic, professional, business, industry, government, and community bodies.

2.0 Scope

- 2.1 Applies to the appointment of adjunct academic staff, tutors, and assistants.

3.0 Definitions

- 3.1 An adjunct staff member is generally an individual who works under a fixed-term contract on a part-time basis.
- 3.2 An individual without a doctoral degree earned by examination will be appointed as an adjunct tutor on the basis of their professional credentials and demonstrated competence as a teacher.

- 3.3 An adjunct assistant contributes knowledge, skill, and professional experience in a specialist area and will have either an undergraduate or postgraduate degree, and a recognised professional credential in the relevant area.
- 3.4 A Graduate Teaching Assistant is appointed as per the University's Graduate Teaching Assistants policy.

4.0 Policy

Conditions of appointment

- 4.1 The University will appoint adjunct staff when there is insufficient expertise or capacity within its existing complement of staff.
- 4.2 Appointments are appropriate to an individual's expertise and experience.
- 4.3 The appointment of adjuncts follows recommendations by the Head of Programme through the Dean of Faculty, normally prior to the beginning of an academic year.
- 4.4 Adjunct staff are not on the staff roster and have no entitlement to permanent or continuing employment at the University.
- 4.5 Adjunct Faculty are hired in compliance with the Ministry of Education's teaching load standards (6 credit hours per term) and the ratio of part-time/adjunct to total faculty (maximum 25%). Their employment is subject to the same professional competence and experience standards as full-time employees.
- 4.6 Adjunct staff are bound by the University's policies for professional and academic conduct and are expected to demonstrate respect for the University's values and ethics.

Termination

- 4.7 Given reasonable cause, the University reserves the right to withdraw an appointment without explanation or notice.

Expectations

- 4.8 Adjunct staff may:
 - 4.8.1 provide support for teaching, supervision, and invigilation;
 - 4.8.2 lead a module under supervision of a member of the University's permanent academic staff;
 - 4.8.3 collaborate with named individual members of the permanent academic staff in teaching and/or research;
 - 4.8.4 attend the University as necessary to meet the terms of contract;
 - 4.8.5 serve on the Board of Examiners, Board of Studies, Academic Staff and Student Liaison Committee and other Standing Committees of the University;
 - 4.8.6 serve in the capacity set out in the contract of employment.

Privileges

4.9 Adjunct staff are entitled to:

- 4.9.1 access University resources as stated in their contract and according to normal operations of the University;
- 4.9.2 use their entire title in internal and external correspondence and/or publication and/or publicity, on condition that the adjunct nature of the appointment is clear;
- 4.9.3 make reasonable use of the official University logo in internal and external correspondence and/or publication and/or publicity;
- 4.9.4 use their title in applications for external funds on condition that applications are made known to the Vice Chancellor in advance, and on receipt any funds received are held and administered by the University subject to its own policy and procedures for oversight and use of research income.

5.0 Procedures

Appointments

- 5.1 Appointments are made by the Vice Chancellor on the recommendation of the Dean, and on the basis of credentials presented within a CV and at interview.
- 5.2 Decisions to interview are made following review of a CV submitted through Human Resources to the Dean and/or Module Coordinator/Head of Programme (where appropriate).
- 5.3 An interview panel normally comprises the module tutor, the Head of Programme, and the Dean of Faculty; at the discretion of the Vice Chancellor an additional member of academic staff or an academic appointed at another institution may be added.
- 5.4 Appointments are made by contract and letter issued by Human Resources. The terms will include payment, hours, and requirements in the role.
- 5.5 Appointments are normally for an academic term.

Reappointments

- 5.6 Reappointments are at the discretion of the Vice Chancellor on the recommendation of the Dean and/or Module Coordinator/Head of Programme (as appropriate), and on the basis of evidence of good performance. Such evidence will derive from feedback from students collected by the Module Coordinator, and the Module Review at the end of term. The evidence is presented in an Adjunct Staff Evaluation Form (Appendix A) completed by the Module Coordinator/Head of Programme (as appropriate).

Payment

- 5.7 Payment is processed by Human Resources on confirmation by the Dean of Faculty and/or Module Coordinator/Head of Programme (as appropriate) of fulfilment of the terms of contract to required standards.

Appendix A: Adjunct staff evaluation form

To be completed and submitted to HR by the Module Coordinator or Head of Programme upon completion by the Adjunct staff member of his/her tasks as per the employment contract.

ADJUNCT STAFF EVALUATION FORM

The Module Coordinator/Head of Programme should complete this form for each adjunct staff member. This should be done upon completion of the tasks as per the employment contract.

Adjunct staff name: _____ **Evaluation period:** _____

Programme: _____ **Faculty:** _____

Module code	Module name	Number of students

Summary of the students' evaluation of the adjunct staff member (please address module feedback report and the overall nature of student comments):

Additional comments by Dean/Head of Programme/Board of Examiners:

Recommendations to inform future adjunct engagement decisions, including any feedback to be provided to the adjunct:

Signed: Module Coordinator/Head of Programme

Date