

Complete Policy Title:
**Procedures for Other
Appointments (except in Health
Sciences)**

Policy Number (if applicable):
SPS A3

Approved by:
**Senate
Board of Governors**

Date of Most Recent Approval:
**December 13, 2017
March 1, 2018**

Date of Original Approval(s):

Supersedes/Amends Policy dated:
May 13, 1996 (SPS 4)

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 must be followed in the making of other appointments.

- a) All appointments will be for a defined duration, as outlined in the letter of appointment, or renewal.
- b) A list of all Adjunct and Visiting appointments of three months and more must be provided by the Provost to Senate, for information, in September of each year. Visiting appointments of less than three months are reported to the Dean for information.
- c) If there are any payments to holders of these types of appointments, those arrangements are the responsibility of the Department or Faculty Office.
- d) Letters for Visiting appointments of less than three months come from the Department. Letters of appointment for all other appointments come from the President and are to be prepared by the Provost. The supporting documentation to be sent to the Provost must include the C.V., the appointment recommendation form and any salary/stipend arrangements (see c)
- e) If a potential appointee 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. *In the cases of appointments in categories 1 and 2 below (except for persons visiting while they are on leave from their home employer) this approval should be obtained in writing.*
- f) The participation of any 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 (see SPS A11).

1. Adjunct Academic Appointments

- 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, or McMaster University staff who participate in academic endeavours beyond those normally associated with their staff positions.
- b. These appointments should be reserved for persons who will have a significant involvement in the teaching and/or research activity of the Department, which may extend beyond one year.
- c. Recommendations from Departments are subject to approval by the Faculty Appointments Committee.

2. "Visiting" Appointments

- a. The title of 'Visiting Lecturer' or 'Visiting Assistant Professor', 'Visiting Associate Professor' or 'Visiting Professor' should be reserved for persons visiting for short periods from other universities or institutions. Normally, visiting appointments would not extend beyond one year.
- b. For Visiting appointments of three months and more, recommendations from Departments are subject to approval by the Dean and the Provost.

3. In-Residence Appointments

- a. This category of appointment is to allow for the appointment to the University of distinguished performers, artists, writers, industry leaders and other scholars. These appointments will not involve regular teaching duties.
- b. Recommendations from Departments are subject to approval by the Faculty Appointments Committee.

4. Industry Professor

- a. This category of appointment is without rank and is reserved for people who have substantial business or industrial experience at senior levels of management.
- 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 are subject to approval by the Faculty Appointments Committee.