

# ACADEMIC\_Adjunct Appointments Policy\_007

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	<b>Effective Date: June 27<sup>th</sup>, 2007; May 6,2014</b>
	<b>Reviewed by EMC on: the 16<sup>th</sup> meeting, 27<sup>th</sup> June 2007; Reviewed by EMC on: May 6,2014</b>
	<b>Approved by the President on June 27<sup>th</sup> , 2007; Approved by President on: May 6,2014</b>
	<b>Approved by Board Executive Committee: May 28, 2018</b>

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## Purpose

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This policy defines the basis for the appointment of adjunct faculty status.

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## Source / Authority

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This policy was developed by the Office of the Vice President for Academic Affairs and endorsed by the University President. The Office of the Vice President for Academic Affairs Officer is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

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## Who Should Know This Policy

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- President
- Vice President
- Legal Advisor
- Dean
- Director/ Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees



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## Policy Description

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The adjunct faculty policy defines the rules and regulations of hiring adjunct faculty including their qualifications, rights, responsibilities and annual appraisal.

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## Policy Statements

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1. Adjunct status is considered as a courtesy or honorary appointment made by Qatar University to recognize support given by an individual to the University through either teaching, research, or fostering partnerships between the University and industry, the profession or the wider community. Adjunct titles may be conferred on persons who are recognized as an expert in an appropriate field and are not necessarily required to have an academic career background.
2. Adjunct Faculty shall be appointed to one of the following academic ranks: Adjunct Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor.
3. An Adjunct Faculty member's title shall be based upon the rank awarded and the academic program affiliated to.
4. An adjunct position is conferred for up to three years and may be renewed.
5. Adjunct faculty are subject to regular performance appraisal according to the rules and regulations set by the University.
6. The qualifications criteria for appointments of Adjunct Faculty are to be guided by the standards for Full-Time Faculty. This means that as a general baseline standard, those appointed require a doctorate or master's degree in the teaching discipline, or a master's degree with a concentration in the teaching discipline which has a minimum of 18 graduate semester hours in the subject field to be taught. Alternatively, it is also acceptable for any of the following criteria to be used as justification: outstanding professional experience, professional licensure, certification, or a demonstrated competency which allows for effective teaching and fulfillment of student learning outcomes, to be used in lieu of formal academic qualifications.
7. In cases where an appointment is based on non-academic qualifications, the following criteria are to be used to determine the rank of the appointment:
  - 7.1 To Adjunct Lecturer, any of the following criteria to be used as justification:
    - (a) outstanding professional experience,
    - (b) Professional licensure, certification,
    - (c) Demonstrated competency, which allows for effective teaching and fulfillment of student learning outcomes, to be used in lieu of formal academic qualifications.
  - 7.2 To Adjunct Assistant Professor
    - (a) All pertinent qualifications indicated for Adjunct Lecturer.
    - (b) The possession of a doctorate, or the typical terminal degree in the profession in which the doctorate is an uncommon or non-existent degree; or possession of the first professional degree in the field of law.
    - (c) Normally, five years of experience as a Lecturer (Adjunct, Clinical, Research or Visiting, as appropriate) or other suitable professional experience.
    - (d) Demonstrated competence in teaching.
  - 7.3 To Adjunct Associate Professor
    - (a) All pertinent qualifications indicated for Adjunct Assistant Professors.



- (b) Normally, nine years of teaching or other professional experience.
  - (c) Professional recognition as demonstrated by such achievements as election to a learned society in the relevant professional field, scholarly publications of quality, and/or other appropriate criteria.
- 7.4 To Adjunct Professor
- (a) All pertinent qualifications indicated for Adjunct Associate Professors.
  - (b) Normally, twelve years of distinguished teaching or other appropriate professional experience.
  - (c) Established reputation among the leaders of the profession or discipline or notable contribution as a professional person in public service
8. The conferring of the adjunct title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payments nor alter any salary payments that currently exist.
9. Adjunct faculty are expected:
- (a) Participate in instruction of students. Instruction may include delivering lectures, supervising practical instruction, developing course syllabi, developing and administering student assessments, and reporting grades.
  - (b) Supervise student internship training.
  - (c) Supervise student research projects.
  - (d) Collaborate with Qatar University faculty on research projects.
10. Adjunct faculty have the following rights/privileges:
- (a) Access to University instructional and research resources in compliance with Qatar University regulations.
  - (b) Access and use of Qatar University facilities.
  - (c) Use of faculty parking.
  - (d) Participation in Qatar University events.
  - (e) Access to Qatar University IT facilities.

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## Procedures

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1. Appointments of adjunct faculty must be processed in the same way as regular faculty appointments. A Department Head forwards to the Dean a nomination for the conferral of the title who in turn makes a recommendation to the VPAA who decides on the appointment and confers the adjunct title.
2. A College may have additional specific guidelines for the preparation of such nominations according to department/program/accreditation requirements.
3. Nominations for adjunct faculty must include:
  - (a) The proposed title, term, responsibilities and rights/privileges
  - (b) The nominee's full curriculum vitae and the names of referees (two in the case of nominations at the level of Adjunct Lecturer and three in the case of nominations at the level of Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor).
  - (c) QU Adjunct Faculty Appointment Form
  - (d) Copy of terminal degree/licensure/certification diploma/transcript
  - (e) Credential Form

