

# KNOW YOUR CA

## Adjunct Appointment, Reappointment, and Promotion Procedures

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### Types of Adjunct Appointments

In the 2008-2011 Collective Agreement,

there are only two types of Adjunct appointments: Term Adjunct and Continuing Adjunct. The category of Sessional Adjunct has been eliminated, and former Sessional Adjuncts will now find their contracts falling under the definition of either Term Adjunct or Continuing Adjunct.

A Term Adjunct is now any Member with a limited-term faculty appointment of one term to three years in duration and with a limited range of academic responsibilities (e.g., instruction/evaluation, coordination/administration). A candidate who has accepted a Term Adjunct offer of appointment shall receive written confirmation of the appointment within ten (10) days of the acceptance of the offer. A number of details must be contained in that written confirmation, and they are listed in Article 25.10.4.2 and 25.10.5.

A Continuing Adjunct appointment involves a limited range of academic responsibilities and can only be terminated by retirement, resignation, dismissal for cause, or layoff due to financial exigency (substantial and recurring financial deficits that threaten the survival of the University as a whole or substantial financial losses for two years or more that threaten the continued functioning of the University) or closure of an academic unit or program. These are the same conditions under which tenured appointments may be terminated. Attaining Continuing Adjunct status provides Members with job security and often results in a salary increase.

In recognition of an individual Adjunct Member's contribution and commitment to Queen's over time, a system of increasing entitlement has been established from reappointment through two types of Right of Reappointment and the eventual right to apply for Continuing Adjunct status. Reappointment is always contingent on having a record of good teaching and satisfactory performance of assigned duties.

### Right of Reappointment (ROR)

There are now two different types of Right of Reappointment: the Specific Right of Reappointment to a particular course or course section, and the General Right of Reappointment to a minimum teaching load not tied to specific courses.

### a) Specific Right of Reappointment

A Specific Right of Reappointment takes effect once a Member has taught the same course(s) or the same section(s) of course(s) for two consecutive years. A Member must teach a minimum of one half-credit, and must be responsible for 100% and not only part of that half-credit, to be entitled to Specific Right of Reappointment. There is no maximum on the number of courses for which someone can hold Specific Right of Reappointment, and one can earn entitlement to more than one section of the same course. An Adjunct with a Specific Right of Reappointment shall be offered the specific course/section in subsequent years *unless* bumped by a Tenure-track/Tenured Member, a Continuing Adjunct, a Term Adjunct with General Right of Reappointment, or a Teaching Fellow; or if the course or section is not being offered; or the Adjunct's Right of Reappointment has expired or been lost.

If an Adjunct is bumped or the course/section is not being offered, then the Unit Head shall tell the Member in writing why the appointment is not being offered to him or her and provide him or her with the opportunity to indicate an interest in teaching the course/section in subsequent terms or sessions. To maintain a Specific Right of Reappointment, a Member *must* respond, *in writing*, to the Unit Head indicating his or her interest in teaching the course/section in the future and make sure that the Head is

kept informed of any changes in the Member's contact information.

### **b) General Right of Reappointment**

A General Right of Reappointment is earned after a Member has served three or more consecutive academic years as a Term Adjunct at Queen's and whose years of service times the cumulative number of full-course equivalents they have taught equals twelve or more.

With a General Right of Reappointment, a Member has the right to a teaching load equal to the full-time equivalent of the courses/sections to which he or she has earned a Specific Right of Reappointment. General ROR is the right to a particular FTE, and gives a Member the right to any course(s) that he or she is demonstrably qualified to teach. Bumping rights between Term Adjuncts are based on seniority and covered in Article 32.3.5.

A Unit Head must, in writing, inform a Member of his or her eligibility for reappointment no later than the first day of the term *prior* to the term in which the Member becomes eligible for General ROR. For example, if the Member's General ROR would start in January, then the notice from the Unit Head to the Member should be given in writing at the latest at the beginning of September. The Unit Head will also advise the Member to submit material relevant to determining what the Member is "demonstrably qualified to teach." This material (student evaluation, course outlines, etc. for courses other than those the Member has already held appointments for in the Unit) will be considered by the Adjunct Appointments Committee. Members have thirty (30) days to indicate they are interested in the new term of appointment and to submit relevant material. The Adjunct Appointments Committee procedures are laid out in

detail in Article 32.3.4 in the Collective Agreement.

Once a General ROR has been earned, a Member shall not be reappointed if suspended for cause without pay for at least one month or dismissed for cause, or a financial exigency is declared (for a full explanation of financial exigency, please see Article 38). Other circumstances in which Adjunct Members may not be reappointed are: being bumped, or there are no courses being offered that they are qualified to teach and/or the assigned duties are to be discontinued.

### **Continuing Adjunct Appointments**

Continuing Adjunct status is still based on Adjuncts having at least six years of service in the QUFA bargaining unit. The easiest way to calculate this is to ignore the calculations for Specific and General ROR and just multiply the total number of course credits you have taught by the number of consecutive years you taught those courses.

A Member with at least six consecutive years of service in the bargaining unit (both SABU experience from 2003-2004 and all FLABU experience counts) and whose years of service multiplied by the cumulative total of the course-credits they have successfully taught over those years of service equals seventy-two or more is eligible to apply for a Continuing Adjunct appointment. For example, someone having taught for 6 years at 2.0 course-credits per year would use this calculation:

$$6 \text{ years service} \times (2.0 \text{ course-credits} \times 6 \text{ years service}) = 72.$$

The minimum product for Continuing Adjunct status is 72. It will of course take more than 6 years if the course-credits taught per year have been less than 2.0 course-credits.

Members newly appointed as Continuing Adjuncts will be entitled to a course load of the greater of the average number of half courses per year taught in all years used to calculate eligibility for Continuing Status or the average number of half courses taught in the last three years. A Member can continue to accrue Specific and General Rights of Reappointment after becoming a Continuing Adjunct. Workload and FTE can be renegotiated with Unit Heads if a Continuing Adjunct's circumstances or entitlements change.

Applications for Continuing Adjunct status can be considered three times per year. Term Adjuncts must be informed of their eligibility for Continuing Adjunct status no later than the first day of the term prior to the term in which the Member becomes eligible, just as for General ROR (see Article 32.4.3.2, which refers back to Article 32.3.4).

### **Rank Promotion**

Promotion to Assistant Professor is now automatic upon obtaining a Ph.D. as is the case for tenure-track faculty. Promotion to Associate Professor for Adjuncts is now a separate process from applying for a Continuing appointment, which means you no longer have to apply for promotion when you apply for Continuing status. This separation of promotion from application for continuing status explains why in the new agreement there is no longer a separate section on referees for the application for Continuing Adjunct. Departments whose Term Adjunct Members are applying only for Continuing Adjunct status will no longer need to send out requests to a list of referees, nor to a random sample of students taught by the applicant, nor circulate the Member's Application File to colleagues in the unit.

If you are currently appointed as an Adjunct, you will retain whichever rank you currently have. New Adjunct Members and current Members who apply for promotion to Associate Professor must now meet the rank criteria for tenure-track and tenured faculty. It is no longer necessary for any Adjuncts to qualify their rank title with the word "Adjunct," internally or externally, no matter when you attained this promotion.

*As a result of the above changes, QUFA is strongly recommending for the first year of this agreement that our Members go forward only for Continuing Adjunct status and to postpone applications for the rank of Associate Professor.*

There are, of course, some Term Adjuncts who might very well have achieved the accomplishments of a tenure track person during their service. QUFA staff would be pleased to have a conversation with the Member if he or she wishes to meet for individual advice. The final decision is up to the individual as to whether he or she wishes to proceed with a joint application for Continuing Status as well as promotion to Associate Professor under this new system.

Any Term Adjunct who is currently applying for Continuing Adjunct status and/or promotion to Associate Professor who wants assistance with their eligibility calculations or further explanation of any issue covered in this issue of *Know Your CA*, should contact Elaine Berman, Susan Fitzgibbon, or Ramneek Pooni at the QUFA Office.

*Elaine Berman can be reached at [qufa@queensu.ca](mailto:qufa@queensu.ca), or at 613.533.3033.*

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*Know Your CA is edited by Robert G. May.*