

Guidelines for Affiliate Faculty Appointments
Office of the Vice-President, Academic and Research
University of Prince Edward Island

1. Purpose

Affiliate faculty appointments acknowledge significant ongoing contributions to teaching, research, scholarship and/or service activities at UPEI. They may hold a faculty appointment at another academic institution or external organization. Affiliate faculty are not members of the UPEI Faculty Association.

2. Designations of Appointment

Appointments can be made with the designations of Affiliate Professor, Affiliate Associate Professor, Affiliate Assistant Professor, and Affiliate Lecturer. The rank of the appointment requires qualifications corresponding to those of full-time faculty members at the cognate rank.

3. Eligibility and Qualifications

An affiliate faculty member holds a full-time position outside of UPEI. Independent or self-employed researchers may be appointed to an affiliate faculty position if their contributions are deemed significantly beneficial to the academic unit. The following criteria are used to determine suitability for an affiliate faculty appointment:

- 1) Evidence of significant contributions or willingness to contribute to teaching, research, scholarship, service, and/or other forms of activities relevant to a program at UPEI; and
- 2) Evidence of a relevant academic degree, appropriate level of scholarship, or contributions to relevant professional practice.

4. Duration and Dates of Appointment

The affiliate faculty appointment is made on a limited term basis of up to three years. These appointments may begin at any time during the year although normally they begin on July 1.

5. Remuneration

Affiliate faculty appointments are courtesy positions that have no entitlement to remuneration.

6. Privileges of Affiliate Faculty Status

The privileges associated with an affiliate faculty appointment may include, but are not limited to: a right to refer to their affiliation to UPEI in research publications; service on committees; and access to the UPEI Library. Affiliate faculty members may be invited by the Chair / Dean to participate in service activities or other roles that may be beneficial to the programs in the department, except those outlined in the UPEI / UPEIFA Collective Agreement.

7. Distinction between Adjunct and Affiliate Faculty Members

Several distinctions exist between adjunct and affiliate faculty appointments.

Adjunct Faculty Member	Affiliate Faculty Member
The nomination should reflect a substantial shared interest between the nominating faculty member and the nominee with respect to their mutual expertise in research, graduate student supervision or professional service.	A nomination does not require a substantial shared interest between the nominee and individual members of the academic unit.
At the discretion of the Chair and/or the Faculty Mentor, Adjunct Professors may be allowed to be involved in the hiring (by the University) and supervision of term and casual staff in support of research conducted at UPEI under an approved UPEI grant or contract, in accordance with all UPEI policies and procedures.	Affiliate faculty members are not involved in the hiring (by the University) or supervision of term and casual staff in support of research conducted at UPEI under an approved UPEI grant or contract.
Adjunct Professors may co-supervise graduate students at the MA, MSc or PhD level (depending on the Adjunct appointee's qualifications and experience), subject to separate approval of Graduate Faculty status as governed by UPEI policies.	Affiliate faculty members cannot co-supervise graduate students, but may apply for an additional adjunct appointment for which this co-supervision can occur.

8. Procedure for Nomination and Appointment

Nominations for an affiliate faculty appointment are prepared and submitted by the Dean to the Office of the Vice-President, Academic and Research (VPAR), or designate, for review and approval. The nomination should include the rationale and a recent CV of the candidate.

9. Procedure for Reappointment

For consideration of reappointment, the incumbent shall submit a report of their activities during the affiliate appointment, along with an updated CV, to the sponsoring Dean. The procedure for reappointment proceeds as outlined above for the appointment procedure.

10. Termination

Affiliate appointments expire on the date specified in the appointment letter by the VPAR or designate, or upon notice by the University. Normally, one month of notice is required, however under exceptional circumstances, UPEI may terminate the appointment with shorter notice.

April 2024