Reappointment and Promotion of Adjuncts

Adjuncts at Queen’s accrue Specific Rights of Reappointment (SRoR) and/or General Rights of Reappointment (GRoR) for the courses they teach.

Term adjuncts at Queen’s, who are not also postdoctoral fellows at Queen’s, accrue Rights of Reappointment (RoRs) from courses taught at Queen’s as term adjuncts since 1 May 2000. To maintain continuity of service, an eight-month term-adjunct contract is treated as a one-year contract. Authorized leave is neither counted as a break nor as part of consecutive service, and a break in bargaining-unit membership of not more than twelve months because of lack of work is treated as an authorized leave.

Continuing and Distance Studies (CDS) is no longer treated as if it were an academic unit, but rather as a business structure supporting a type of delivery platform. All RoRs are held in faculties or departments.

Specific Right of Reappointment (SRoR)

A Specific Right of Reappointment (SRoR) grants the right to teach the same specific course(s) in the same delivery format in subsequent academic years. Courses that are exclusive of one another for degree credit in the same unit at the same level and degree program shall be considered the same specific course (this would come into play with curriculum reviews and changes to course numbering or naming). To attain a SRoR, a term adjunct must have had full responsibility for teaching the course at least three times in three separate years over four consecutive years. The candidate for a SRoR must also have a record of good teaching per Article 29 of the Collective Agreement (CA) and satisfactory performance of assigned duties based on three Article-28 evaluations. The SRoR is also section-specific, so RoRs must be earned to additional sections of the same course. However, a term adjunct who holds a SRoR to a section of a course can be appointed to teach additional sections of that course without posting.

A term adjunct holding a SRoR to a course may not be offered that course if a tenure-track or tenured faculty member, a continuing adjunct, a term adjunct with seniority or a General Right of Reappointment (GRoR), or a teaching fellow is assigned instead (“bumping”). Note that the parties confirmed in 2011 that the bumping provision for teaching fellows in 32.2.2.a should be understood as excluding teaching fellows who have already taught a course as a teaching fellow. A holder of a SRoR may also not be assigned his or her course if it is not being offered, or if the term adjunct’s RoR has expired or is lost as per Articles 32.4.1 or 32.4.2. If a term adjunct is not offered his or her course to teach in a given year because he or she was bumped or because the course was not being offered, the unit head must notify the term adjunct in writing, and that person must reply in writing to indicate his or her interest in teaching the specific course in a subsequent academic year and how he or she may be contacted.

Procedures for determining bumping rights between term adjuncts with SRoRs for the same course can be found in Article 32.2.5.

Eligibility for General Right of Reappointment (GRoR)

Barring being dismissed for cause, being suspended for cause without pay for at least one month, or the university declaring a state of financial exigency, a term adjunct who holds a SRoR to a half-course or more and has served four or more consecutive years as a term adjunct at Queen’s may be eligible for a General Right of Reappointment (GRoR). A GRoR is a right to reappointment, for a period of not less than one year and up to three years, to teach any course the term adjunct is demonstrably qualified to teach within the unit(s) he or she holds the GRoR. The GRoR is neither limited to nor sustains the SRoR upon which it was based.

Eligibility for a GRoR is based on a numerical formula: (years of service) x (the cumulative total of the courses successfully taught [old course weights]) >/= 16. A GRoR Teaching-Load Entitlement (TLE) equal to the full-course equivalents (of 0.5-weight or higher courses) of the SRoRs used to calculate a GRoR will be granted.

Procedures for Granting a GRoR

The procedures for acquiring a GRoR are different if a term adjunct teaches in only one unit or teaches in more than one unit. The distinction is important because if the teaching is in one unit only, it is the unit head who...
is responsible for notifying a term adjunct of his or her eligibility in writing. The unit head must do this no later than the first day of the term prior to the term in which the numerical eligibility criteria is met, and the term adjunct must reply by indicating his or her wish to be considered for a GRoR within thirty days of the head’s notice.

On the other hand, if a term adjunct holding a SRoR teaches in two or more units, it is up to him or her to notify the heads of all those units of all the teaching done in each unit when the numerical eligibility criteria will be met by the term prior to this happening. There are two deadlines for an adjunct who must notify multiple unit heads: 31 October and 15 February. Term adjuncts who become eligible through teaching in the previous spring and summer term (this being the exception to the “prior to” rule), the coming fall term, or the coming fall and winter term must notify unit heads by the 31 October deadline. If a term adjunct is only teaching in the winter term and will cross the numerical threshold at the end of that term, the deadline for notifying the unit heads is 15 February. If the term adjunct only holds a SRoR in one unit while teaching in other units, it is the head of that unit who will be responsible for the process. If the term adjunct holds a SRoR in two or more units, it is the head of the unit in which the greatest amount of teaching has been done who is responsible for initiating the processes, but they must happen in and be granted for each unit separately.

Note that a GRoR is only granted in units where a term adjunct holds a SRoR. If a term adjunct subsequently acquires a SRoR in another unit, he or she must go through the procedures for GRoR again in that unit. This may happen immediately, as the numerical criteria were already met previously.

While the notifications regarding eligibility have deadlines throughout the year, the process only happens once per academic year. Once the term adjunct has been notified of eligibility or has himself or herself notified multiple unit heads, he or she must submit an application for consideration by the Modified Appointments Committee (MAC) by the subsequent 31 January. Please read Article 32.3.2.3 for the list of material that must be included in the application for a GRoR. Prior to 15 February, the unit head responsible shall notify the MAC of the application, make available to the MAC information from the Member’s official file that is relevant to the application, as well as the material submitted by the Member under Article 32.3.2.3.

The MAC must meet by 15 March to assess all the materials in the application file. The MAC is a unit’s Appointments Committee except that the head (or delegate) shall recuse himself or herself, and another Member shall chair. This chair shall be a voting member of the MAC. The MAC shall assess the materials to answer two questions: has the term adjunct met the criteria set out in Article 32.3.1.5, and which courses is the term adjunct demonstrably qualified to teach. The criteria for granting of GRoR is clear evidence, based on at least three Article 28 evaluations, of a record of very good teaching, and commitment to academic and pedagogical excellence, as well as a record of high-quality performance of assigned duties. In the case of an emerging negative recommendation from the MAC on whether to grant a GRoR, the chair of the MAC shall notify the term adjunct within ten working days with clearly stated reasons, and the Member shall have ten working days to submit a written response and any additional relevant material for the application file. The MAC shall then form a clear recommendation with reasons based on the appropriate criteria. By 1 May, the chair of the MAC sends the written recommendation to the Member, and submits the application file and the written recommendation to the unit head (or dean in a non-departmentalized faculty), as well as the list of courses they deem the Member to be demonstrably qualified to teach in the unit.

In departmentalized faculties, the unit head shall recommend granting a GRoR unless he or she is not persuaded that the term adjunct has met the criteria in Article 32.3.1.5 (he or she cannot just decide that the unit does not need or want an adjunct with a GRoR). By 15 May, the application file, the written recommendations of the MAC with reasons, the Member’s response (if any), and the unit head’s written recommendation with reasons goes to the dean. The dean shall grant the GRoR if there are positive recommendations from the MAC and the unit head, and the GRoR will be effective on 1 July of the year in which it is granted. If the Committee and the unit head could not agree on a recommendation, the dean shall decide the matter. In non-
departmentalized faculties, the dean grants a GRoR based on Article 32.3.1.5 criteria and a positive recommendation from the MAC.

The dean shall inform the Member of the decision in writing by 1 July. If negative, reasons must be given for a negative recommendation. If positive, the TLE, the list of courses the Member is demonstrably qualified to teach, and a reference to Article 32.4 (expiration of a GRoR in specific units or loss of a GRoR).

Reappointment of Adjuncts with a GRoR

Reappointment for adjuncts with a GRoR may be for one to three years. The teaching load assigned in a given year is contingent on bumping rights and the availability of courses that the Member is demonstrably qualified to teach, but being assigned fewer courses does not affect the Member’s TLE or GRoR. If a Member holds a GRoR and has a TLE in more than one unit, some or all of that TLE may be transferred if teaching needs decrease in one of the units. This must be done in consultation with the Member, who may also request such a transfer of TLE for other reasons.

Please see Article 32.3.8.1 for bumping rights among term adjuncts with a GRoR, and Article 32.4 for the conditions under which a SRoR and a GRoR may expire or be lost.

Adding Courses to the List of Courses One is Demonstrably Qualified to Teach

A term adjunct who holds a GRoR may apply to add courses to the list of courses he or she is demonstrably qualified to teach in a unit. This may be done no sooner than eighteen months after a GRoR is first granted and then no more frequently than every two years thereafter. The unit’s MAC will consider applications submitted on or before 31 January. The application shall include the same materials as for a GRoR application, but updated. The process follows the same steps as an application for a GRoR on the same timeline. The criteria for expansion of the list of courses is clear evidence of a continued record of very good teaching per Article 29, and clear evidence of continued commitment to academic and pedagogical excellence; a continued record of high-quality performance of assigned duties; and that the applicant is qualified to teach the courses he or she wishes to add.

Conversion to Continuing Adjunct

The numerical eligibility for conversion to continuing adjunct is a minimum of six consecutive years of service as a faculty member in the bargaining unit and a product of years of service times the cumulative total of full-course equivalents equal to or greater than 72. Service as tenure-track or tenured faculty, or service during a terminal appointment do not count towards continuing-adjunct eligibility. To be eligible for a continuing-adjunct appointment, a Member’s TLE in any given unit must be 0.5 or greater.

Continuing-adjunct status is unit-specific and follows substantially the same procedures as for acquiring a GRoR. One exception added in the 2015-2019 CA pertains to non-departmentalized faculties. In addition to the usual reasons, deans in non-departmentalized faculties may deny the granting of a continuing adjunct appointment based on the unit’s plans in the upcoming year with the applicant’s courses being discontinued or reassigned, and there being no other courses the applicant is demonstrably qualified to teach (the applicant would not be barred from applying in subsequent years). Failure in an application for continuing adjunct does not extinguish an earned SRoR or GRoR.

Course Load Entitlement (CLE) for Continuing Adjuncts

Upon conversion to continuing adjunct, a Member is given a Course Load Entitlement (CLE) of no less than the higher of the average number of half courses per year he or she has taught in all the years used in calculating eligibility for a continuing adjunct appointment, or the average number of half courses per year he or she has taught in the last three years. The CLE is also expressed as a Full-Time Equivalent (FTE), which is the proportion of a full-time, tenure-track or tenured faculty member’s load per the unit workload standard that is represented by the CLE (for example, having a CLE of two half-courses—in a unit with a normal course load of four half-courses and 40% teaching, 40% research, 20% service—division of duties would mean an FTE of 0.2 plus 0.025 FTE in course-related administration for each half-course). A continuing adjunct’s workload and FTE may be renegotiated by agreement between the Member and the unit head, subject to approval by the dean.

If a continuing adjunct teaches a half-course or more than his or her CLE for three consecutive years from the 2015-2016 academic year onwards, and will teach a half-course or more than his or her CLE in the following academic year, then the Member may elect to have his or her FTE adjusted to reflect the increased load. This election must be done in writing to the unit head or dean by no later than 15 June of the third consecutive year. The increase in FTE shall take effect on 1 July of the fourth consecutive year.

There are a couple of circumstances where the election is disallowed. First, a continuing adjunct’s FTE can only be increased to a maximum of 1.0. Second, a course assigned to a continuing adjunct who had previously been assigned to another Member under Article 37.2.3 shall not
count towards increasing the FTE (this would be replacement teaching). However, if a continuing adjunct is assigned a course that would count towards increasing FTE or CLE, and is reassigned to another course, the reassigned course shall count for the purpose of increasing FTE or CLE.

**Promotion for Adjunct Faculty**

Promotion criteria and processes for adjuncts are the same as for tenure-track or tenured faculty. Term adjunct applicants for promotion in rank must either currently hold an appointment or be within twelve months of the conclusion of their most recent appointment at the time he or she makes notification of his or her application per Article 30.7.3. Adjuncts applying for promotion to a rank must hold the rank immediately preceding it.

A full-range tenured appointment shall be granted to a continuing adjunct after twelve consecutive years of adjunct appointment at Queen’s (excluding Adjunct 1 and Sessional appointments) and who has been promoted to full professor (the so-called “faint hope” clause).

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