

POLICY NAME	REGULATIONS RELATING TO THE EMPLOYMENT OF CONTRACT ACADEMIC STAFF
Approving Body	Senate Board of Governors
Initial Approval Date	Senate – May 19, 2010 Board of Governors - May 25, 2010
Date of last review	Senate – April 15, 2020 Board of Governors - April 23, 2020
Date of next review	April 2025
Executive Sponsor	Provost and Vice-Principal (Academic)
Related Documents	Note: For regulations on Visiting Academic Staff, please see the Regulations Relating to Visiting Academic Appointments .

1. SCOPE

- 1.1 These Regulations set out the general terms of employment by the University of Contract Academic Staff as the chief:
- i. teaching, assessment and supervision of graduate and undergraduate students, the evaluation and marking of student work, and supervision of individual graduate and undergraduate programs;
 - ii. research and other original scholarly activities, and professional activities; and
 - iii. other contributions to the University and external scholarly communities.
- 2.2 “Academic Year” means the period from the 1st of September to the 31st of August next following. An Academic Year is comprised of three semesters: fall, winter and summer.
- 2.3 “Advisor” means a member of the University community who has agreed to act in an advisory capacity to a member of the academic staff. Such individuals act in accordance with these Regulations and are deemed, in so doing, to perform part of their academic duties. They do

so without receiving additional remuneration. An advisor shall be accorded full respect by the University's administrative officers.

- 2.4 "Affiliated Health Institution" means a teaching hospital, non-teaching hospital, health centre, clinic or institute with which the University has concluded a contract of affiliation or a training site approved by the Faculty of Medicine or Dentistry.
- 2.5 "Contract Academic Staff" (CAS) means a member of the academic staff so designated in their

Ranked appointments with a post-retirement descriptor generally shall not include undergraduate teaching responsibilities.

- 5.3 Faculty Lecturers and Senior Faculty Lecturers may be designated by an appropriate descriptor as set out in section 5.2.

Academic Duties

- 5.4 The designation of Academic Duties of Ranked CAS at the time of appointment shall be the responsibility of the Dean. The Dean shall stipulate two of the three categories of academic duties at the time of appointment and as expe

- ii. The Departmental Chair shall submit the committee's recommendation together with its reasons in writing to the Dean who, in turn, shall submit her or his recommendation together with reasons in writing to the Provost.
- 5.10 The appointment of a Ranked CAS to a Joint Appointment shall be made by the Office of the Provost upon the recommendation of the relevant Deans following consultation with the Departmental Chairs.
- 5.11 The appointment of Ranked CAS to the rank of Professor shall be made by the Board of Governors upon the recommendation of the Principal who, prior to making the recommendation, shall have consulted the University Tenure Committee for Recruitment. A CAS member so appointed shall be designated in their OLA as Professor (CAS).
- 5.12 A Faculty Lecturer appointed in a single Faculty to teach:

5.18

5.26 The committee shall submit its

5.30.2 A staff member promoted to Associate Professor shall be appointed to an Indefinite Term Appointment.

5.30.3 An

applicable to promotion to the rank of Professor. A CAS member so appointed shall be designated in the University's appointment letter as Professor (CAS), with any appropriate descriptor.

5.37 A Ranked CAS being considered for promotion to Professor shall establish:

- i. a record of highly significant contributions in one or more of the areas of:
 - a. research and/or other original scholarly activities as evidenced by international recognition by peers; or
 - b. professional and/or clinical innovation that has an influence on the practice of the profession, and that is published, publiciz9.8 (s)-9.8 (i)-5.2 (u8g28--9.1 (i))-3 ghn, a9.3 v

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of salary for each year of continuous service as a Ranked CAS prior to the date of termination of the Ranked CAS' appointment, up to a maximum payment of 24 months. The payment of the severance is conditional upon the employee releasing the University from all claims and damages arising from the termination of the employment contract

5.38.1 In the event that notice of termination is not given as prescribed in sections 5.38(ii) or 5.38(iii) the Ranked CAS member's appointment shall be extended for one (1) year and shall terminate without further notice.

5.39 Ranked CAS who were faculty lecturers or ranked part-time academic staff employed on or before May 31, 1994 and who thereafter become entitled to severance pay shall be entitled to one month's salary for each year of service, up to a maximum payment of 30 months. All other Ranked CAS who were faculty loe33ulty th(w)-8.8 (h)-0.8 (o)-9.3 ()107o1.771 0 T2.3 (a)-(u)-Okotw3-8.

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6.2 Unranked CAS member is appointed to one of the following unranked academic classifications, which shall be specified in the appointee's OLA:

- i. **Adjunct Professor**, who is a person employed by or associated with a university other than McGill, a government, industry, or a profession, wh

Appointments

- 6.9 The appointment of Unranked CAS shall be made by the Dean upon the written recommendation of the De

Termination and Notice – Adjunct Professors, Professors of Practice, Associate Members and Affiliate Members

6.18 The appointment of Adjunct Professors, Professors of Practice, Associate Members or Affiliate Members may be terminated at the discretion of the University as follows:

Notice

- i. For a staff member on a Definite Term Appointment of **one year or less** of continuous employment, by the Dean giving the staff member prior written notice of at least one week prior to the termination date of the staff member's app

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Notice

- i. For an Academic Associate on a Definite Term Appointment of **one year or less** of

- v. whose appointment terminates due to the failure to obtain or maintain, the conditions stipulated in the OLA;
- vi. whose appointment is terminated for non-performance of academic duties; or
- vii. whose appointment is terminated for disciplinary reasons.