



UL Adjunct Appointment Procedures

HUMAN RESOURCES DIVISION

1. Purpose of Procedure

1.1 The *University of Limerick Adjunct Appointment* process is designed to recognise individuals of superior achievement and distinction in their primary professional endeavours. Individuals recognised by peers as outstanding in their field(s) and who make a significant contribution to the University of Limerick (UL) through teaching, mentoring, research programmes and Faculty development activities. Generally, Adjunct appointees are fully employed elsewhere or retired from such employment.

2. Scope

2.1 Adjunct appointments are generally made on a fixed term basis and can be from a three to five year period.

2.2 Adjunct appointments are not University of Limerick employees nor are University of Limerick employee's eligible to become Adjuncts.

2.3 Adjunct appointments are not the appropriate mechanism for recruiting external tutors/lecturers to delivery modules or for recruiting external research staff.

2.4 Retired members of UL academic staff shall not use the Adjunct title but will be awarded the title of Emeritus as a prefix to their academic status at the time of their retirement in line with the Procedure for Emeritus Professorships.

3. General Principles / Procedures

3.1 Appointment Details

There are three Levels of Adjunct Appointment, which are described briefly below

- UL Adjunct Professor or UL Adjunct Professor of Practice
- UL Adjunct Associate Professor or UL Adjunct Associate Professor of Practice
- UL Adjunct Assistant Professor or UL Adjunct Assistant Professor of Practice
-

To confer a formal title to industry or professional practitioners, the following options are appropriate;

- UL Adjunct Professor of Practice
- UL Adjunct Associate Professor of Practice
- UL Adjunct Assistant Professor of Practice

These honorary titles are reserved for individuals with whom UL will have a long-term, strategic relationships, typically 3-5 years.

3.2 UL Adjunct Professor or UL Adjunct Professor of Practice

An Adjunct Professor or Adjunct Professor of Practice will be an eminent leader in their field(s) and a person of distinction and high achievement. They possess verifiable industry, business, science, academic or professional qualifications and expertise comparable with those required of a member of the University Professor level.

3.3 UL Adjunct Associate Professor or UL Adjunct Associate Professor of Practice

An Adjunct Associate Professor or Adjunct Associate Professor of Practice will possess verifiable industry, business, science, academic or professional qualifications and expertise comparable with those required of an Associate Professor within the University.

3.4 UL Adjunct Assistant Professor or UL Adjunct Assistant Professor of Practice

An Adjunct Assistant Professor or Adjunct Assistant Professor of Practice will possess industry, business, science, or professional qualifications and expertise comparable with those required of an Assistant Professor within the University.

Appointments at the above levels will be offered only to those individuals who meet the entry criteria defined for each grade and which demonstrate performance and professionalism in their field(s), and contribution to the University of Limerick or wider community. Appendix 1 sets out in more detail the level of experience expected at each level.

3.5 Appointment Privileges

- Adjunct appointees will be provided with access to the University's information technology resources, library and sports facilities on the same basis as University staff, as deemed appropriate,
- Adjunct appointees will be regarded as honorary Faculty.
- Appointees will be permitted to make appropriate use the title on business cards, correspondence, publications, etc. e.g.:
 - UL Adjunct Assistant Professor or,
 - UL Adjunct Assistant Professor of Practice or,
 - UL Adjunct Associate Professor or ,
 - UL Adjunct Associate Professor of Practice or,
 - UL Adjunct Professor or,
 - UL Adjunct Professor of Practice.
- Appointees will be permitted to access the University's research support resources and expertise including all the facilities of the Research Office.
- Adjuncts will be invited to an annual event attended by the president or nominee, at which new Adjuncts may be invited to make a short introductory talk.

The appointee will be permitted to use the above privileges subject to strict adherence with University policy, procedures and codes of practice.

3.6 Assessment Criteria

Nominations for Adjunct appointments within the University will be assessed based on the following performance criteria:

- Service to Faculty, University, wider Community or Professional field.

Or

- Scholarship & Research Output
- Academic Leadership
- Teaching and Curriculum Development

See Appendix 2 for further detail on each assessment criteria which is intended as an indicative list of evidence to support the nomination. While evidence to support nominations may not be available under every indicator, the proposals must demonstrate performance in a significant number of areas.

3.7 Terms & Conditions of Appointment

1. An Adjunct Nomination Form, see Appendix 3, must be completed in full and must be submitted with a current C.V., including, where appropriate, a full publication list.
2. Appointments will be proposed by the Head of Department / School, recommended by the Dean and subject to final approval by the Recruitment Sub-Committee.
3. Appointments will be for a fixed period (3 - 5 years) and are renewable subject to continued performance against assessment criteria as determined by the relevant Faculty, subject to approval by Recruitment Sub Committee as outlined above.
4. Where Adjuncts are involved in teaching/module delivery they will have access to upskilling and support through the CTL and the host Faculty/Department.
5. UL and the relevant Faculty reserve the right to terminate the appointment of any Adjunct Faculty who fails to maintain the highest professional standards or whose conduct could damage the reputation of either the Faculty or the University.
6. Appointments are made to an individual and do not attach to a particular employment post. However, the title will be subject to review if the appointee leaves their existing post for any reason.
7. In addition to their current job title, the appointee may use the title conferred by the University under this appointment. Typical conferred titles will include:
 - i. UL Adjunct Assistant Professor or UL Adjunct Assistant Professor of Practice
 - ii. UL Adjunct Associate Professor or UL Adjunct Associate Professor of Practice
 - iii. UL Adjunct Professor or UL Adjunct Professor of Practice
8. To avoid misrepresentation, the appointee must not abbreviate the title conferred by the University.
9. The appointment as Adjunct Faculty is of an honorary nature and the appointee will not be afforded tenure or any University voting privileges.

10. The role of Adjunct does not include an entitlement to remuneration from the University either now or in the future.
11. The contractual relationship that an Adjunct may have with the University for teaching and/or other activities is entirely separate from the award of this honorary title. The Adjunct appointment is not in itself, and does not constitute, a contractual relationship between the appointee and the University.
12. Where there is a formally approved business requirement for an Adjunct to be paid for hours worked in a pro rata capacity, this should be facilitated through the standard procurement process or via a suitable approved payroll mechanism. This is only permitted where such arrangements have been formally approved through the relevant sign off mechanisms in advance.
13. The appointment will not transfer any responsibilities or liabilities held by the appointee or their employer to the University or the relevant Faculty.
14. The appointee will be considered as an Adjunct Faculty member of UL.
15. The appointee may be invited to participate in meetings of the relevant Faculty and any other meetings as determined by the Faculty Dean.
16. For UL approved research the appointee will be required to include the name of University of Limerick on research publications and conference papers and will be required to include research publication details on the University Research Information System (RISS)
17. If the appointee is involved in UL research projects, the appointee is expected to adhere to UL's procedures and policies relating to research, including but not limited to the Research Integrity Policy, Health Research Policy, Contract Signing Policy, Research Funding Process, etc.
18. For UL approved research the appointee must comply fully with UL policies relating to intellectual property and commercialisation of research. Information on such matters can be obtained from UL Research Office.
19. The appointee is required to notify the UL Faculty Dean of any actual or potential conflicts of interest that may arise as a result of their appointment as an Adjunct appointee. In particular, the appointee should advise the Faculty Dean if they propose accepting an academic appointment in any other University or institution.

Appendix 1

UL Adjunct Professor/UL Professor of Practice

An Adjunct Professor/Professor of Practice is expected to work at a senior/strategic management level within their organisations. They will typically meet the following criteria:

- Have a national/international reputation as a thought leader and for their contribution within their professions.
- Evidence of teaching to a sustained high quality on programmes with UL or other academic institution.
- Evidence of participating in programme review and contributing to programme development with UL or other academic institution.
- Lead continual professional development within their field.
- An international reputation for the development of knowledge within their own sector, profession or institution.
- Participate in and lead external networks (other practitioners, academics, researchers, clinical practitioners, creative artists, etc.) to share information and ideas.
- Provide advice and consultancy to professional and community bodies as appropriate to the discipline and level of experience, e.g. consultancy services, communities of practice, professional bodies, clinical advice, and national fora.
- Contribute actively to and have evidence of a leadership role in local community & networks, Chambers of Commerce, agency/arts boards/government bodies/local practitioners.
- Contribute actively in conferences and/or participate in workshops, e.g. as guest or key note speaker.

UL Adjunct Associate Professor/UL Associate Professor of Practice

An Adjunct Associate Professor/Associate Professor of Practice is expected to work at a management level within their organisations. They will typically meet the following criteria:

- Determine their own priorities and will have a reputation for their contribution within their professions.
- Evidence of teaching to a sustained high quality on programmes with UL or other academic institution.
- Evidence of participating in programme review and contributing to programme development with UL or other academic institution.
- Actively engage in, and sometimes lead, continual professional development within their field.
- Contribute to the development of knowledge within their own sector, profession or institution.
- Participate in and lead external networks (other practitioners, academics, researchers, clinical practitioners, creative artists, etc.) to share information and ideas.

- Provide advice/consultation to professional and community bodies as appropriate to the discipline and level of experience, e.g. consultancy services, communities of practice, professional bodies, clinical advice, and national fora.
- Contribute actively to and lead local community & networks, Chambers of Commerce, agency/arts boards/government bodies/local practitioners.
- Contribute actively in conferences and/or participate in workshops, e.g. as guest or key note speaker.

UL Adjunct Assistant Professor/UL Assistant Professor of Practice

An Adjunct Assistant Professor/Assistant Professor of Practice is expected to work at an operational level within their organisations. They will typically meet the following criteria:

- Determine their own priorities and will have a limited reputation for their contribution within their professions.
- Evidence of teaching to a sustained high quality on programmes with UL or other academic institution.
- Actively engage in continual professional development within their field.
- Contribute to the development of knowledge within their own sector, profession or institution.
- Participate in external networks (other practitioners, academics, researchers, clinical practitioners, creative artists, etc.) to share information and ideas.
- Provide advice to professional and community bodies as appropriate to the discipline and level of experience, e.g. consultancy services, communities of practice, professional bodies, clinical advice, and national fora.

Appendix 2

Indicative List of Evidence

Service to Faculty, University, wider Community or Professional field.

It is envisaged that the nominee for an Adjunct appointment will make considerable and ongoing contribution to UL through:

- Eminent leaders in their field(s) and distinguished by high achievement in the world of industry, practice, business, science, the professions, the arts or public service.
- Display the type of leadership and innovation in their particular professional field comparable to the standards of scholarship and leadership normally expected of an academic at the appropriate level.
- Participation in public affairs.
- Contribution to colleagues through mentoring or advisory roles.
- Active and sustained contribution to University or Faculty Committees.
- Engagement in marketing, promotion and fundraising activities on behalf of the University.
- Development of and participation in access initiatives.
- Engagement in partnerships with local regional and national agencies.
- Active contribution to the University's international activities such as Erasmus coordinator.
- Successful engagement with external industry, business, science, the professions, the arts, public service and agencies on behalf of the University.
- Substantial contribution to the intellectual, educational, social, cultural or economic life of the University, local or regional communities.
- Demonstrated track record of contribution to business, industry, science, the arts, public service, the profession(s) or professional associations linked to the disciplinary base of the applicant.
- Media contributions of a substantive nature that enhance the profile and reputation of the University.
- Contribution to civic society through participation in voluntary or community bodies.
- Evidence of contribution to employment creation and retention in the wider community or Industry.

Scholarship & Research Output

Where appropriate, candidates for Adjunct appointments will be assessed on the extent of national and international recognition as a leading researcher and scholar in their chosen field. Evidence of such standing and recognition in a discipline or field of study is likely to be demonstrated by:

- The volume (consistent with discipline norms) of high-quality articles in high impact peer reviewed publications and/or books and monographs.

- Publication of the results of original research and other scholarly endeavours in refereed journals of high international repute and impact
- A substantial volume of original research output published in peer-reviewed conference proceedings.
- Invitations to prepare expert reports or literature reviews in field of expertise that are published in internationally respected publications and editing of such scholarly journals.
- Publications of reports commissioned by government agencies and international organisations and reports on high-level consultancies carried out for industrial and commercial organisations. (When considering publication performance, care will be taken to differentiate between peer reviewed and non-refereed articles and books and between those articles written as sole author, major author and co-author).
- Creative works of intellectual repute in relevant disciplines.
- New intellectual property generated as a result of own investigations or investigations conducted within team led by the nominee including the successful application and granting of patents and licences.
- A proven track record in the management and direction of a substantial research group (in accordance with disciplinary norms) and the successful acquisition of competitive research funding.
- Presentation of seminars, papers and lectures on own research at UL and other academic institutions.
- Creation and/or leadership of substantial, multi-institutional or collaborative research facilities and/or programmes.
- Ability to attract research funding from external peer adjudicated grants administered by national and international funding agencies.
- Awards of prizes or honours for internationally regarded research.
- The recruitment, supervision and support to successful completion of students undertaking Masters, Doctoral and Post-doctoral research studies (or equivalent) in field of expertise.

Academic Leadership

Where appropriate, candidates for Adjunct appointments will be assessed on their competency within an academic specialty, their commitment to excellence in patient care and their academic leadership within their chosen field(s). Evidence of such standing and recognition within their field(s) of expertise is likely to be demonstrated by:

- High quality, management, leadership and administration within the University as evidenced by successful performance in University leadership position such as Dean, Assistant Dean, Head of Department or Institute Director
- Leadership of collaborative multi-disciplinary or multi-organisational initiatives
- Development and leadership of programmes of study (course leader) including leadership of course boards, course design teams, continuing professional development and distance learning programmes
- Successful, sustained leadership of high-quality programmes of study
- Sustained leadership of key international activities at university level

- Appointment/election to key positions on national or international bodies
- Successful performance as Chair of Faculty or University Committees
- Significant contribution as Chair or Member of Government Advisory Bodies
- A proven track record in the leadership, management and direction of a substantial research group (in accordance with disciplinary norms) and the successful acquisition of competitive research funding.

Teaching and Curriculum Development

Where appropriate, candidates for Adjunct appointments will be required to contribute strongly to the teaching, curriculum development and examination assessment of University undergraduate and postgraduate students. Evidence of such contribution is likely to include, but not be limited to:

- Sustained, high quality contribution to the scholarship/research of teaching and learning
- Demonstration/evidence of national or international eminence in teaching and learning and/or recognition by professional bodies
- Delivery of guest lectures, invited lectures and key note addresses.
- Support of industry based student projects, internships, apprenticeships, co-operative education and other forms of work integrated learning.
- Outstanding teaching commitment as demonstrated through sustained track records of modules taught and final year projects supervised
- Teaching excellence as demonstrated by student evaluations, teaching awards or nominations, prizes or peer observation reports
- Sustained, successful, innovative contribution to curriculum design, delivery and review and use of technology
- Evidence of successful pedagogical innovation
- Publication of quality textbooks for Under Graduates
- Service as External Examiner (programmes) / Visiting Professor
- Membership of Course/Programme Boards and evidence of contributing to programme and module development.

Appendix 3

University of Limerick Adjunct / Adjunct of Practice Nomination Form

Part 1

Proposed Title:	Area of Contribution:
Title:	Address:
First Name:	Gender (Optional):
Surname:	Date of Birth:
Degrees/Qualifications and awarding body for each qualification:	Nationality:
Name & Address of full-time Employer:	Current Job Title:
Primary Purpose of this Affiliation: (e.g. teaching, research, school development, or academic administration)	Estimate the level of commitment (time):
Responsibilities- please tick: <input type="checkbox"/> Teaching <input type="checkbox"/> Module Co-Design <input type="checkbox"/> Masterclass Delivery <input type="checkbox"/> Advisory Panel <input type="checkbox"/> Research Collaboration <input type="checkbox"/> Student Engagement/Mentoring <input type="checkbox"/> Other	
Part 2: Faculty/Department Use Only	
Commencement Date:	If this appointment is intended to be co-terminus with current employment or office (please specify here):
Termination Date (3-5 year period):	
State the case for affiliation here:	

University Microsoft 365 Account

Some users may require access to University Systems as part of their role at the University of Limerick. This section relates to provision of a University Microsoft 365 Account. This includes a mailbox with @ul.ie email address, OneDrive, Teams etc. and is provided per the terms and conditions of ITD policies and procedures.

Does this nominee already have a University Microsoft 365 account? Yes / No

Does this nominee require a University Microsoft 365 account to support this role? Yes / No

Note: an account should only be requested if the individual requires it to carry out the role in question. If you have requested access for this employee, please provide justification:

Justification:

*Please note all requests for a new Microsoft 365 account must include personal **Email Address** and personal **Telephone No.** This is to facilitate MFA at account set up stage.*

Email Address: _____ **Mobile Phone No:** _____

Proposed (Head of Dept): _____ Date: _____

Recommended (Dean): _____ Date: _____

Approved (Director HR): _____ Date: _____

Please attach current C.V. including full publication list. All forms must be typed. Send completed applications to: Faculty Dean, University of Limerick, Limerick.