

Trent University
Frost Centre for Canadian Studies and Indigenous Studies
Guidelines for Regular and Adjunct Appointments

Approved by FC Grad Exec April 27, 2017

The Frost Centre relies on the co-operative efforts of all its membership in their support of the work of Director and Administrative Assistant to ensure its success as the home to two graduate programs. We welcome the educational and intellectual contributions of all regular and adjunct faculty to our graduate programs.

Regular Faculty Appointments:

Tenured and tenure-stream faculty who wish to be appointed to the Frost Centre (FC) will provide the Director with a CV and a letter explaining their interest in affiliation, noting how their background and research interests and scholarly contributions would be of interest and relevance to the mandate of the Frost Centre for Canadian Studies and Indigenous Studies as a whole. They should also outline how membership in the Frost Centre would contribute to their own teaching and research interests. Not all Frost Centre members have expertise in the area of Canadian Studies or Indigenous Studies, but all do have strengths in areas that complement the study of Canada and Indigenous Studies in the Frost Centre.

Membership in the Frost Centre denotes:

- a Trent faculty member who meets the Trent School of Graduate Studies criteria for membership. These criteria may determine that a Trent faculty member's Frost Centre appointment could be to the MA program only, until such time as s/he has gained sufficient graduate teaching/committee experience to be appointed to the CAST PhD program. In such cases the Frost Centre would have to apply for a Trent faculty member's appointment to be expanded to include the PhD program.
- PhD or equivalent qualification appropriate for the discipline
- an active and ongoing program of research, indicated by publications such as articles in academic journals (both refereed and non-refereed), books, chapters in books, published conference proceedings, and edited books.
- other examples of scholarly engagement such as book reviews, conference presentations, unpublished reports, conference and workshop organizing, receipt of research grants or participation in joint research grants .
- in the case of Indigenous Studies (INDG) faculty members who have qualified, or intend to qualify for tenure as a candidate with traditional aboriginal knowledge, or as a dual tradition scholar, the FC appointment committee will

also take into account the definition of scholarly activity given in the INDG statement on tenure process and review.

- previous history or experience supervising/committee participation of graduate students and/or undergraduate honours students.
- Evidence of external or internal research funds, as appropriate to the discipline
- the ability and willingness to:
 - a. act as a dissertation/thesis supervisor for FC PhD and MA students (as per the criteria approved by Senate)
 - b. work on FC MA/PhD supervisory committees (as per the criteria approved by Senate below)
 - c. supervise/be a member of FC PhD comprehensive committees
 - d. chair oral FC thesis/dissertation examinations and comprehensive exams from time to time as requested.

It is generally understood that FC members who have limited experience supervising graduate students may initially work with MA and PhD students as supervisory committee members and PhD comprehensive committee members, before progressing to taking on the supervisory roles of MA and PhD students.

Applications will be reviewed by the Frost Centre Appointments Committee (FCAP) which will make recommendations to the Frost Centre EC. The EC's recommendations will be sent in turn to the Graduate Studies Appointments Committee which will makes all recommendations concerning faculty appointments to Trent's Graduate Studies Committee. The latter recommendation is then sent to the GSC and Senate for final approval.

In coherence with the guidelines for the appointment of graduate faculty at Trent, every seven years, or when there is an external review, all faculty who are members of the Frost Centre will be asked if they wish to be re-appointed to the Centre. If they wish to be re-appointed for another seven year term, they will send the Director an updated CV, and a letter detailing their research activity and contributions to the Frost Centre over the last seven years. The Appointments sub-committee will be looking for indicators of an active research program as listed above. It will also take into account, at the time of re-appointment, the type and kind of contributions that faculty have made in other ways to the Frost Centre such as sitting on student and other FC committees, teaching FC courses, organizing activities in the Frost Centre to enhance its profile as a Research Centre.

Adjunct Faculty Appointments:

1. Adjunct professors include Professors Emeritii, Limited Term Appointments (LTA), and Professors with similar appointments at other universities. Adjuncts appointed in the Frost Centre will have PhDs, sustained publication and research records, and a capacity to secure research funds in fields of interest to the Frost Centre. To be considered for appointment, applicants must be able to make a contribution as a faculty colleague and a mentor to students in the Frost Centre. They should have research interests and expertise that show breadth and depth in an area of interest to the Frost Centre. They must be available periodically to meet with and mentor students, give talks/lectures, work collaboratively with faculty, contribute to graduate classes. Appointments are made on a three-year basis.
2. Adjunct professors must be able to demonstrate clearly what they will be able to contribute to both the mandate of the Frost Centre as the home of two graduate programs in CSID and our joint PhD with Carleton University.
3. Adjunct Professors may hold academic appointments in parallel institutions. If the institution has a graduate faculty, the Adjunct should be appointed to the parallel graduate faculty.
4. Adjunct professors can sit on supervisory committees as third members for both MA and PhD students. They will not be able to supervise students. They will be appointed only if their commitment to the Frost Centre extends beyond the responsibilities of sitting on one graduate student committee. They can sit on PhD comprehensive committees with the approval of the Director only if it can be demonstrated that there is no one with parallel expertise at Trent or Carleton.
5. Adjunct Professors do not normally teach graduate courses unless they are Professors in parallel institutions. If they do so under exceptional circumstances, they must be compensated according to appropriate union regulations.
6. Adjunct professors must be available periodically in person to maintain an active presence in the Frost Centre.
7. Adjunct professors will be appointed for five year terms, normally renewable once.

Review Process for Frost Centre Adjunct Appointments:

1. Individuals wishing to apply for either of these positions must submit to the Director of the Frost Centre a full CV, and a letter which details specifically

what they see that they will be able to contribute to the intellectual life of the Frost Centre. Applicants should address #1 and #2 above, as appropriate. These documents must be sent to the Frost Centre Director, cc to the Frost Centre Administrative Assistant. Lack of specificity in the letter can seriously affect the decision as to whether to recommend someone for appointment.

2. The application for adjunct appointments can be accompanied by letter(s) from Frost Centre student(s), supervisor(s), or Frost Centre members more broadly who feel that the appointment of an individual is of significant value to the mandate of the Frost Centre.
3. These documents will be reviewed by an Appointments Committee of the Frost Centre Board.
4. The Director will bring the Appointment Committee's recommendation forward to the next EC meeting. The cvs will be circulated to EC members in advance of the meeting. Copies of the complete applications of those under consideration will also be made available for consultation by EC members prior to the meeting. Annually the Director will let the Appointments Committee know of any Adjunct appointments whose terms are ending in the upcoming academic year. A decision will be made at that time to either let an appointment lapse, or to contact the individual(s) in question to see if they wish to be considered for re-appointment. If they do, they will provide the Director with an updated CV, and a letter detailing what they have contributed to the Frost Centre since their last appointment. They should also highlight what they see their role in the future in the Frost Centre.
5. Approved applications for Adjunct Professors will be sent on to Graduate Studies Appointment Committee, and if approved there, to the GSC and Senate. The Director will send all new/renewed appointments an email following the Board meeting which acknowledges the decision taken by the FC Board.
6. All decisions made by the Board on these appointments are final, and no appointment is official unless it has been approved by GSC. Those making an unsuccessful application can re-apply after three years if they so choose.

Review Process for Adjunct Professor Emeritii

1. The Frost Centre seeks to encourage the continued participation of Emeritus faculty who have been approved by COAP and Senate as associate or full Professor Emeritus in the activities of the Centre.

2. Professor Emeritii are eligible to sit on supervisory committees and comprehensive committees but do not normally act as thesis, MRP or dissertation supervisors.
3. It is expected that faculty who are supervising students or sitting on graduate student committees at the time of their retirement will continue in these roles through to the student's completion, even if this involvement extends beyond three years. If the faculty member does not want to continue, the Director help the student locate another supervisor.
4. Membership in the Frost Centre will automatically be extended for a maximum of three years after the date of retirement for any Frost Centre faculty member.
5. After three years, emeritus faculty will be required to seek re-appointment to the Frost Centre and to meet the criteria for adjunct faculty in the Frost Centre.
6. The terms and conditions of the involvement of Indigenous Elders appointed as Adjuncts in the Indigenous Studies Department will respected by the Frost Centre concerning their participation in Frost Centre Master's student committees.
7. Emeritus faculty will not normally sit on Frost Centre administrative committees or teach Frost Centre graduate courses. It is generally understood that any work done by emeritus faculty will be done without remuneration.

Special Graduate Faculty

Under the policies of the Trent School of Graduate Studies, a "special" graduate faculty member may be appointed on a one-time basis to serve on a student's supervisory or examination committee. In the Frost Centre, a special faculty member will only be appointed if there is no faculty member at Trent with the appropriate expertise. Special faculty are reviewed and approved by the Program. They are normally faculty members at other universities, and if that university has a graduate program, they should be associated with the graduate program. Research associates and post-doctoral fellows may not serve as special faculty.