



FACULTY OF ENGINEERING AND APPLIED SCIENCE
Term Adjunct Appointment Recommendation Form

Instructor's Name:	Course #:	Academic Year: <input type="checkbox"/> F <input type="checkbox"/> FW <input type="checkbox"/> W
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Deadlines	Term	Deadline for Advertising	Deadline for Forms (Recommendation & Data Sheet) to Faculty Office
	Fall (F), Fall/Winter (FW) & Winter (W)	June 1	July 15 or prior
	Winter (W) ~ For unfulfilled courses	October 15	November 15 or prior

***Although every reasonable effort will be made to process late submissions, we cannot guarantee in such cases that the instructor will be paid for the first month of the appointment.**

	Item	Department	APSC Reviewer – Check & Comments
Section 1: Right of Reappointment (ROR) and USAT Information	a. Is there an SROR for this course?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. Name of individual holding ROR? If different from individual holding ROR, indicate name.	Name of individual holding ROR: Name being recommended: <input type="checkbox"/> Same as above. Name recommended:	
	c. If person holding an SROR is not being reappointed, why?	<input type="checkbox"/> Offered but declined <input type="checkbox"/> Record of teaching <input type="checkbox"/> Course reassigned to regular faculty member, teaching fellow, continuing adjunct, term adjunct with right of renewal <input type="checkbox"/> Other, <i>attach explanation</i> <input type="checkbox"/> N/A	
	d. Advertised? (Required if no ROR exists). Attach copy to this form	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waiver Requested, attach correspondence ¹	
	¹ When requesting a waiver under article 25.10.1.5, include documentation to support the request including USAT rating(s) from previous years. <i>*Note: Attach any correspondence from the department supporting the ROR, if required.</i>		
Section 2: Teaching Other Courses	a. In addition to the above listed course, is the individual teaching another course at Queen's?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. If yes, how many 0.5 courses (excluding the above listed courses) are they teaching?	<input type="checkbox"/> N/A	
	c. List courses:	1. 2. 3.	1. 2. 3.
<i>*Note: A member teaching four or more 0.5 courses is not a Sessional Adjunct but a Term Adjunct under QUFA.</i>			
Section 3: Ranks/Appointment Type	a. Is this appointment made for the first time?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. Recommended rank?	<input type="checkbox"/> Adjunct Professor Emeritus	
		<input type="checkbox"/> Adjunct Professor	
		<input type="checkbox"/> Adjunct Associate Professor	
<input type="checkbox"/> Adjunct Assistant Professor			
c. "Commuting Adjunct" – refer to Appendix 'F'.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Number of years experience teaching at Queen's as of May 1, 2003 (Art.42.4.2.1)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 4+		

	*Note: If an appointment is made for the first time at the rank of Associate Professor or Professor, it must be approved by the Principal. It is not required for Professor Emeritus. Professor Emeritus must be obtained at Queen's.		
	Item	Department	APSC Reviewer – Check & Comments
Section 4: P.Eng. Requirement	a. Does the individual currently hold a P.Eng. designation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. What are the units for the Engineering Science (ES) and Engineering Design (ED) for the course they are scheduled to teach?	ES Units: _____ ED Units: _____ AU Total: _____	
	c. What percentage of the course are ES and ED? (calculation: ES + ED divided by AU total – i.e. 18 (ES) + 18 (ED)/36 (AU) = 100%)	_____ %	
	* Breakdown of Aus and CEAB units can be found at: http://appsci.queensu.ca/calendar/accreditation/		
Section 5: Course Details	a. Course Weight	<input type="checkbox"/> 0.125 <input type="checkbox"/> 0.25 <input type="checkbox"/> 0.50 <input type="checkbox"/> 0.75 <input type="checkbox"/> 1.0	<input type="checkbox"/> 0.125 <input type="checkbox"/> 0.25 <input type="checkbox"/> 0.50 <input type="checkbox"/> 0.75 <input type="checkbox"/> 1.0
	b. Term and Section – if a course is sectioned it may require double payment. Prior approval required by Head to section.	Term: <input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> FW Section: _____	
	c. Percentage of responsibility for course	_____ %	
	d. AU Units	Lecture: _____ Lab: _____ Tutorial: _____	
	e. Location (on campus or other) – i.e. ILC 213		
	f. Expected class enrolment (approximate) Review Article 42.4.2.2 – a supplement is added if over 100 students		
	g. Duties – For a list of duties classified as “Additional Duties”, please consult Appendix Q of the Collective Agreement	<input type="checkbox"/> Prepare and give lectures <input type="checkbox"/> Tutorials <input type="checkbox"/> Prepare and mark assignments <input type="checkbox"/> Supervise and mark lab(s) <input type="checkbox"/> Lab development <input type="checkbox"/> Prepare mid-terms <input type="checkbox"/> Mark mid-terms <input type="checkbox"/> Prepare final exam <input type="checkbox"/> Mark final exam <input type="checkbox"/> Prepare supplemental exam <input type="checkbox"/> Mark supplemental exam <input type="checkbox"/> Meet with students outside of regular class hours <input type="checkbox"/> Curriculum development <input type="checkbox"/> WHMIS training required <input type="checkbox"/> Other ~ please attach specific details	

	Item	Department	APSC Reviewer – Check & Comments
Section 6: Checklist ~ Ensure all items are completed and attached for prompt processing of the appointment	a. Was appointment reviewed by the Term Adjunct Appointments Committee?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>if 'No' attach explanation</i> Recommendation Date: _____	
	b. What is the remuneration for this course?	\$	
	c. Does the remuneration meet the minimum stipends in article 29.2.2.2?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	d. If the individual taught this course last year, is the remuneration at or above the payment from last year – see article 29.2.4?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	e. If an individual has never had an appointment at Queen's is the banking information attached to this form – i.e. void cheque?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	f. Is documentation from the Dean stating budget approval for this position attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>if 'No' attach explanation</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	g. If this is a new appointment, is a copy of the CV attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	h. Is the term adjunct data form completed (including E.I. hours) and attached to this form?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Form Completed by (print name and ext. #):	Signature:	Date:
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I have reviewed the details of this recommendation and fully support the above-mentioned instructor teaching this course.

Department Head's Name (print name and ext. #):	Signature:	Date:
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~ FOR FACULTY OFFICE USE ONLY ~

	Item	Check	Notes
Checklist for Faculty Office	a. Is the CEAB calculation (ES + ED/AU) 50% or higher and does the individual NOT hold a current P.Eng.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, a letter to the Department Head (from the Dean) is to be sent regarding a non-P.Eng. Instructor teaching the course.
	b. Does the E.I. hours on the data sheet match the requirement in Appendix D?	<input type="checkbox"/> Yes <input type="checkbox"/> No	400 hrs for a full (1.0) credit course; 200 hrs for a half (0.5) credit course
	c. Is the payroll payment funded from a -21 account code?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	d. Has the appointment been entered in the web spreadsheet?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Appointment Reviewed by (print name):	Signature:	Date:
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