

**POLICY ON  
ADJUNCT, GUEST, AND HONORARY PROFESSORS  
AT INSTITUT NATIONAL DE LA RECHERCHE SCIENTIFIQUE**

<b>ADOPTION</b>		
<b>AUTHORITY</b>	<b>DATE</b>	<b>DECISION</b>
Board of Directors	February 17, 2016	425A-2016-3601

<b>AMENDMENTS</b>			
<b>AUTHORITY</b>	<b>DATE</b>	<b>DECISION</b>	<b>COMMENTS</b>
Board of Directors	June 16, 2016	427A-2016-3625	Relaxation of requirements for the granting of adjunct professor status

<b>REVISION</b>	As required or at least every three years
<b>PERSON IN CHARGE</b>	Faculty Affairs Manager
<b>CODE</b>	P-14-2016.2

The French version alone of this Normative Document has been officially adopted by INRS's authorities. In case of differences, the French version prevails.



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## PREAMBLE

Fulfillment of the mission of Institut national de la recherche scientifique (“**INRS**”) sometimes requires the voluntary participation of individuals who are not employed by INRS, but whose expertise and qualifications allow them to contribute to a Centre’s activities.

Such individuals are called upon to support and collaborate with Salaried Professors in carrying out research, teaching, supervision, and training activities, and to do so, must have Professor Status at INRS.

The *Policy on Adjunct, Guest, and Honorary Professors at INRS* (the “**Policy**”) sets forth the principles governing the granting of Adjunct, Guest, and Honorary Professor Status at INRS and defines the roles, responsibilities, and rights of those who have such status.

## 1. OBJECTIVES

The Policy defines the:

- a) Professor Statuses recognized by INRS;
- b) Roles, responsibilities, and rights associated with each Professor Status; and
- c) Process for granting Professor Status to a Candidate.

## 2. DEFINITIONS

For the purposes of this Policy, defined terms shall have the meanings assigned to them in this section.

**Adjunct Professor:** A person currently or previously employed by a private, public, or parapublic organization to whom INRS grants adjunct professor status.

**Candidate:** A person who applies to INRS to obtain Professor Status in accordance with the Policy.

**Contract:** A commitment entered into by INRS, in any form whatsoever, including but not limited to undertakings given in written documents, regardless of their title. These include but are not limited to service contracts, supply contracts, licensing contracts, research contracts, research and development financing contracts, local and international academic collaboration agreements and protocols, as well as any other accessory contracts related to such documents.

**Executive:** A person hired to occupy an executive position provided for in INRS’s organizational structure.

**Faculty Affairs Manager:** An officer with experience in faculty affairs who is appointed by the INRS Board of directors to oversee faculty management and development.

**Guest Professor:** A professor employed by a Canadian or foreign university to whom INRS grants the status of guest professor.

**Honorary Professor:** A person having retired as a Salaried Professor from INRS to whom INRS grants the status of honorary professor.

**Normative Document:** A regulation, code, charter, policy, guideline, procedure, or any other INRS document that establishes rules or methods to follow.

**Officer<sup>1</sup>:** The Director General, Scientific Director, Administration and Finance Director, and the Secretary General.

**Partner Organization:** A public, parapublic, or non-profit organization designated by the INRS Steering committee as a preferred INRS partner on the recommendation of the Professors' Assembly at the Research Centre in question.

**Professor Emeritus:** A person having retired as a Salaried Professor from INRS to whom INRS gives the honorary title of professor emeritus.

**Professor Status:** An Adjunct Professor, Guest Professor, or Honorary Professor.

**Research Centre:** Centre Eau Terre Environnement, Centre Énergie Matériaux Télécommunications, Centre INRS-Institut Armand-Frappier, and Centre Urbanisation Culture Société.

**Salaried Professor:** A regular, assistant, or substitute professor at INRS who is governed by the SPINRS Agreement.

**SPINRS Agreement:** The collective agreement entered into by INRS and the *Syndicat des professeurs/es de INRS*.

**University Community:** INRS Executives, Salaried Professors, staff, students, interns, and postdoctoral fellows.

### **3. SCOPE**

The Policy applies to all those who hold Professor Status as well as to all members of the University Community directly or indirectly involved in activities with those who hold Professor Status.

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<sup>1</sup> For external communication, the titles of Officers will be replaced with the titles commonly used in academia, respectively: Rector, Vice Rector of Research and Academic Affairs, Vice Rector of Administration and Finance, Vice Rector of Governance, Human Resources, and Secretary General (400A-2013-3418).

#### **4. AUTHORITY RESPONSIBLE FOR ENFORCEMENT**

The Faculty Affairs Manager is responsible for enforcing the Policy and takes the steps required to ensure that Executives are aware of its purposes and provisions and that they enforce compliance.

#### **5. PROFESSOR STATUS**

Individuals with Professor Status have no employee-employer relationship with INRS and are not entitled in this capacity to any of the remuneration or rights of Salaried Professors under the SPINRS Agreement.

The three Professor Statuses recognized at INRS are as follows:

##### **5.1 ADJUNCT PROFESSOR STATUS**

Adjunct Professor status may be granted to Candidates to enable them to contribute to research, teaching, supervision, and training activities at an INRS Research Centre, on account of their qualifications and expertise.

##### **5.2 GUEST PROFESSOR STATUS**

Guest Professor status may be granted to Candidates who will be hosted for a short period at a Research Centre for the purpose of:

- Communicating with Salaried Professors regarding common fields of interest;
- Contributing to the teaching and training activities of the host Research Centre with their qualifications and expertise; or
- Using the Research Centre's material resources for research purposes.

##### **5.3 HONORARY PROFESSOR STATUS:**

Honorary Professor status may be granted to retired Salaried Professors to enable them to:

- Complete research activities and student supervision begun when they were Salaried Professor;
- Continue working on unfinished contracts or subsidized projects; or
- Use funds left over from research activities on which they worked as Salaried Professors, in accordance with the applicable Normative Documents.

#### **6. ELIGIBILITY CRITERIA**

##### **6.1 GENERAL CRITERIA**

To be eligible for Professor Status, Candidates must demonstrate that:

- a) They can contribute to scientific activities at one of the Research Centres; and

- b) One or more Salaried Professors are interested in collaborating with them, as borne out by the Professors' Assembly of the Research Centre.

## **6.2 SPECIAL CRITERIA**

### **6.2.1 Adjunct Professor**

Unless there is an agreement between the Adjunct Professor's employer and INRS establishing the terms under which the Candidate is eligible for Adjunct Professor status, all Candidates must obtain the following documents from their employers:

- Authorization to invest the time and energy required to participate in INRS activities as an Adjunct Professor during the entire period for which Adjunct Professor status is granted;
- Complete and irrevocable waiver by the Candidate's employer of any intellectual property rights the employer could claim by virtue of the Candidate's status as Adjunct Professor at INRS; and
- Authorization to be subject to INRS Normative Documents, including those respecting intellectual property.

For the sake of clarity, the above-mentioned collaboration agreement must not confer any commercial advantage on a Candidate's employer or limit INRS's ability to involve the Candidate in Contracts by virtue of his or her Adjunct Professor status.

An Honorary Professor who, at the end of the maximum eligibility period, meets the criteria set forth in Section 6.1 of the Policy, may be granted Adjunct Professor status if he or she wishes to pursue activities at INRS, and this for the entire period for which Adjunct Professor status is granted.

Notwithstanding the above, Candidates from another university or Partner Organization are not subject to the special provisions in this section in order to be eligible for Adjunct Professor status.

### **6.2.2 Guest Professor**

To be eligible for Guest Professor status, Candidates must be authorized by their employer to involve himself or herself as a Guest Professor in INRS activities for the entire period for which Guest Professor status is granted.

### **6.2.3 Honorary Professor**

Notwithstanding Section 6.1 of the Policy, in order to be eligible for Honorary Professor status, Candidates must be retired INRS professors who wish to engage in INRS activities for the entire period for which Honorary Professor status is granted.



## **7. ROLES, RESPONSABILITIES, AND RIGHTS**

### **7.1 IDENTIFICATION**

Individuals with Professor Status must abide by the Normative Documents that apply to them, including the *Code of Ethics of the INRS University Community*.

In all their written and spoken communications with third parties, individuals with Professor Status may identify themselves respectively as an “INRS Adjunct Professor,” “INRS Guest Professor,” or “INRS Honorary Professor.”

### **7.2 MANDATE**

Individuals with Professor Status must not act in way that suggests that they are Salaried Professors or are authorized to act for or on behalf of INRS.

### **7.3 ACCESS TO RESOURCES**

Individuals with Professor Status may access the resources required to carry out their activities, i.e.:

- Material resources, including facilities, premises, equipment, and laboratory supplies and instruments. Such individuals with Professor Status must follow procedures in place and secure authorization from the Salaried Professor in charge;
- Organizational resources, including human resources;
- Information resources, including software, data banks, and documentation owned by INRS or used under licence; and technology networks using information technology or serving communication purposes.

Individuals with Guest Professor status may use INRS's material resources for research purposes or collaborate on research activities at INRS, excluding research proposes and research activities which are governed by contracts.

Salaried Professors maintain preferred access to INRS resources and have priority over anyone else with Professor Status.

### **7.4 FINANCIAL RESOURCES**

Individuals with Honorary Professor status also have access to INRS financial resources, including funds left over from research activities in which they participated as Salaried Professors, in accordance with applicable Normative Documents, especially the *INRS Framework Policy on Research Fund Management*. Individuals with Honorary Professor status who, at the end of the maximum three-year eligibility period, pursue activities at INRS with Adjunct Professor status maintain their access to INRS financial resources.

## **7.5 PARTICIPATION IN RESEARCH ACTIVITIES**

Individuals with Adjunct or Honorary Professor status may participate in research activities at INRS, including:

- Soliciting research funding from sponsors for work to be carried out at INRS;
- Applying for funding from granting agencies for work to be carried out at INRS;
- Being involved in Contracts;
- Publishing and disseminating the results of research conducted at INRS.

For individuals with Adjunct or Guest Professor status, however, participation in research activities is conditional on the involvement and collaboration of a Salaried Professor in soliciting funds, applying for grants, or any other steps.

Like Salaried Professors, individuals with Adjunct or Honorary Professor status are entitled to collect royalties stemming from the commercialization of their inventions, as provided for in the Normative Documents on intellectual property or a collaborative agreement, as the case may be.

Individuals with Adjunct or Honorary Professor status must always act in a way that ensures that the end of their association with INRS does not in any way compromise the execution of the Contracts or research activities in which they are involved.

## **7.6 PARTICIPATION IN TEACHING, SUPERVISION, AND TRAINING ACTIVITIES**

Subject to the requirements of the *Graduate Studies Regulation (Regulation 2)*, individuals with Adjunct or Honorary Professor status may take part in teaching, supervision, or training activities, including:

- Classes, seminars, and doctoral comprehensive exams;
- Co-supervision of students, interns, and postdoctoral fellows;
- PhD thesis evaluation committees.

Individuals with Guest Professor status may take part in teaching and training activities, so long as these are limited to:

- Classes, seminars, and doctoral comprehensive exams;
- Master's thesis and PhD thesis evaluation committees.

For the purpose of appointing examination, or thesis committee members, individuals with Professor Status will be considered to be acting as internal examiners.

Individuals with Professor Status must always act in a way that enables INRS students, interns, and postdoctoral fellows to complete their university programs over a normal period. They must not undertake new teaching, supervision, or training activities if their Professor Status will expire before students are able to complete the activity.

On approval by the director of the Research Centre concerned, individuals with Professor Status may receive compensation for their participation in teaching, training, and supervision activities. However, they may not perform the duties of a Salaried Professor that would prevent the hiring of a Salaried Professor.

## **8. GRANTING, WITHDRAWAL, AND DURATION OF PROFESSOR STATUSES**

### **8.1 GRANTING OF ADJUNCT OR HONORARY PROFESSOR STATUS**

The academic and research committee may grant Adjunct or Honorary Professor status to a Candidate on the recommendation of the Professors' Assembly and of the Director of the Research Centre concerned. The Academic and Research Committee is not bound by such recommendations.

Adjunct and Honorary Professor status may be granted for a maximum of three years.

Adjunct Professor status may be renewed by the Academic and Research Committee on the recommendation of the Professors' Assembly and the Director of the Research Centre concerned.

Honorary Professor status is non-renewable after the maximum three-year period. Individuals with Honorary Professor status may then apply for Adjunct Professor status if they wish to pursue their activities at INRS.

Notwithstanding the above, Candidates who obtain the honorary title of Professor Emeritus in accordance with the applicable Normative Documents automatically obtain Adjunct Professor status for an indefinite period.

### **8.2 GRANTING OF GUEST PROFESSOR STATUS**

Guest Professor status is officially granted by the Faculty Affairs Manager on the recommendation of the Director of the Research Centre concerned. A list of Guest Professors is filed with the Professors' Assembly at each Research Centre.

Guest Professor status is granted for a maximum of one year.

### **8.3 WITHDRAWAL OF PROFESSOR STATUS**

The INRS Steering Committee may at any time on reasonable grounds withdraw Professor Status from a Candidate or Professor Emeritus.

## **9. UPDATES**

The Policy is updated at least every three years.

## **10. FINAL PROVISIONS**

The Policy enters into force once adopted by the INRS Board of directors.