

 <p><b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH</p>	<p><i>Policy Sponsor:</i> Dean Faculty Council</p>	<p><i>Approval Date:</i> May 2007</p>
<p><b>Appointment and Renewal of Adjunct Appointees *</b></p>	<p><i>Responsible Unit:</i> Faculty Council School/College Directors Director of HR</p>	<p><i>Amendments:</i> November 24, 2016 Feb 2018, formatting changes</p>

**\* (Excluding core teaching adjunct appointees in the Schools of Nursing, Clinical Vision Science and School of Health Sciences)**

**Intent:**

This policy is intended to augment the University Senate Regulations Concerning Appointments, Tenure and Promotion 1987 (as amended May 1988 and April 1997), specifically Regulation 3.1.2 which states that *“Academic staff appointments may be made and described as adjunct appointments when the appointee is not paid by Dalhousie University but has a special qualification or opportunity to contribute to University programs in teaching or research. An adjunct appointment is part-time”*.

It is recognized that the Schools/College may have policies and procedures for the Appointment and Renewal of Adjunct Appointees, which can supplement the Faculty level policy so long as the unit level policy does not compromise the Faculty policy, or the Senate Regulations referring to the Appointment and Renewal of Adjuncts.

**Types of Adjunct Appointments:**

In the Faculty of Health, the Adjunct Appointee appointment is intended to recognize significant contributions to the Faculty and/or individual Schools, College or Program. In the Faculty, at the Unit level, two types of Adjunct appointments are recognized, i.e., Academic or Professional

1. **Professional:** An Adjunct Appointee (Professional) appointment means that there is an active and on-going involvement of the person with one or more of our academic programs. Usually in this Faculty the person is involved on a continuing basis as a preceptor or fieldwork/practice/clinical supervisor for one or more students.
2. **Academic:** An Adjunct Appointee (Academic) appointment may be recommended on the basis of involvement in research or other academic activities of the School/College provided the involvement is active and on going and contributes to the academic mission of the School/College or Faculty.

**Privileges:**

The appointee receives public recognition of their contributions to students, faculty and the School/College. Persons holding an Adjunct appointment in the Faculty will have access to the library and will receive a Dalhousie e-mail address, and restricted building access if necessary. No other benefits are associated with the appointment.

Adjunct Appointees may not be paid for duties associated with their being Adjunct appointees. They may, however, receive compensation for duties associated with other concurrent appointments such as part-time academic instructors, lab demonstrators, etc.

**Appointment Procedure:**

As a guideline, initial steps to make an Adjunct Appointee (Professional) appointment of a fieldwork/practice/clinical supervisor should not be taken until the completion of at least one successful term of student supervision and the clear prospect of continuing supervision.

Appointments to the rank of Adjunct Appointee (Academic) can be initiated by either a request to the School, College or Program Director/Assistant Dean Faculty of Health Professions from the individual seeking the position or upon recommendation from faculty or others to the Director of the School, College or Program /Assistant Dean, Faculty of Health Professions.

For Adjunct Appointees (Professional) and Adjunct Appointees (Academic) nominees are invited to submit a letter of interest and CV to the School, College or Program Director/Assistant Dean, Faculty of Health Professions

Nominations are reviewed by the School, College or Program Director/Assistant Dean, Faculty of Health Professions and a recommendation is made to the Dean, Faculty of Health Professions who will make a recommendation to the Provost and Vice-President Academic at the rank of Adjunct Appointee

**Appointments at the Faculty level:** Under certain circumstances appointments to the rank of Adjunct Appointee can be made at the Faculty level. These appointments may be to recognize specific contributions by an individual to the Faculty as a whole, e.g., a Centre Director or affiliated research scholar. In this instance appointments may be initiated by either a request to the Dean from the individual or upon recommendation from faculty and others to the Dean. Nominees are invited to submit a letter of interest and CV to the Dean.

Nominations are reviewed by the Dean and recommended by the Management Advisory Committee.

**Appointment Term:** The term is normally 3 to 5 years from July 1 to June 30, however may be for shorter periods.