

**School of Occupational Therapy
Dalhousie University**

Guidelines for an Academic OR Professional Adjunct Professor Appointment

Types of Appointments:

An Adjunct Appointee (**Academic**) appointment recognizes those who make active, on-going, and unpaid involvement in research or other scholarly activities within one or more of our academic programs and contributes to the academic mission of the School of Occupational Therapy. These appointments are typically processed when received throughout the year.

An Adjunct Appointee (**Professional**) appointment recognizes those who make active, on-going, and unpaid educational contributions to one or more of our academic programs. This appointment may be offered to a person who demonstrates continuous involvement in student education, such as a fieldwork preceptor and/or other unpaid academic contributions (e.g., lectureships) at the School of Occupational Therapy. Continuous involvement is evidence of completing at least three successful terms of involvement in student education over a five-year period and the clear prospect of continuing supervision. These appointments are typically processed once in the Spring and once in the Fall.

Privileges:

The appointee receives public recognition of their contributions to students, faculty, and the School by being listed on the School's website. 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.

These are unpaid appointments; however, Adjunct Appointees may receive compensation for duties associated with *other* concurrent appointments such as sessional teaching and tutoring.

Appointments are typically for three years and may be renewed with evidence from the Appointee of ongoing contributions reviewed and approved by the School's Appointments Committee and Director.

Appointment Procedure:

Appointments typically start July 1st, though interim appointments are possible.

For Adjunct Appointees (**Professional**) and Adjunct Appointees (**Academic**) nominees are invited to submit a letter of interest and CV to the School Director. Appointments can be initiated by the

School of Occupational Therapy • Room 215, 5869 University Avenue • Halifax, NS B3H 3J5 Canada
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individual seeking the position or upon recommendation from faculty or others to the Director of the School.

Nominations are reviewed by the School Appointments Committee and a recommendation is made to the School Director. The School Director makes a recommendation to the Dean, Faculty of Health who will make a recommendation to the Provost and Vice-President Academic.

Application

1. Letter of interest (with contact information)
2. Completed Academic/Professional Adjunct Professor Application Form
 - a. Occupational therapy preceptors contributions will include student fieldwork supervision.
3. Please attach a current CV
 - a. Occupational therapy preceptors must attach proof of professional licensure.

School of Occupational Therapy
Dalhousie University
Updated August 2022

Academic or Professional Adjunct Professor Application

Last Name _____ First Name _____ Initial _____

Primary affiliation (university/workplace) _____

Primary affiliation website, if applicable _____

Contact Information

Mailing Address _____

_____ Postal Code _____

Phone _____ E-Mail _____

Information required for Dalhousie Identification Number (Banner ID)

Social Insurance Number _____

Birthdate _____

Academic and/or Professional Background

Occupational Therapy Degree and year of graduation (if applicable)

Other Academic Degree(s) (if applicable)

Note: An Adjunct Appointee (Academic) applicant must hold at least a Masters degree.

Other Education, Background, Expertise (e.g., academic research interests, practice interests, populations of interest)

Are you applying for an Academic or Professional Adjunct position?

Adjunct Appointee (**Academic**) appointment

Adjunct Appointees (**Professional**) appointment

Describe your past and ongoing contributions and collaborations with the School

Please indicate the contributions you intend to make during your appointment

Please tick the boxes that apply and provide elaboration in your letter of interest.

Plans	Potential Contributions
	Research student advising; thesis committee work Note: To supervise graduate students, an application must be submitted for Adjunct Appointment with the Faculty of Graduate Studies. Please discuss this process with the student supervisor.
	Research collaboration(s) with faculty in the School
	Teaching in courses or lectures
	Provincial Fieldwork Education Coordinator or Liaison with the School
	Fieldwork education preceptor with the School
	Support classroom education (e.g., tutor, teaching assistant, OSCE facilitation)
	Other

Please check **ONE** box about consent below.

- I consent to having my name and appointment information listed on School information materials.
- I do not consent to having my name and appointment information listed on School information materials.

Signed commitment to making contributions as an Adjunct Professor:

I understand that an Adjunct Professor Appointment requires me to contribute in **at least 1 method** from the 'potential contributions' list above, or another substantial contribution.

I understand that renewal will involve completion of a renewal application and confirmation of contributions during the previous appointment. Renewal is not automatic and I be may required to self-report my contributions to the Director for consideration of renewal.

Signature _____ **Date:** _____

Submit to:

Director, School of Occupational Therapy

e-mail: Occupational.therapy@dal.ca (Attention re Adjunct Appointment)

fax: 902-494-1229 (Attention re Adjunct Appointment)

mail: School of Occupational Therapy (Attention re Adjunct Appointment)
PO Box 15000
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