

**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

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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
2. Completed Academic Adjunct OR Professional Adjunct Professor Application Form
 - a. Occupational therapy preceptor contributions will include student fieldwork supervision.
3. Current CV
 - a. Occupational therapy preceptors must attach proof of professional licensure.