

School of Occupational Therapy
Dalhousie University

Guidelines for an Academic OR Professional Adjunct Professor Appointment

Professional adjunct professor appointments recognize those who make unpaid contributions to student learning. This appointment is typically offered to occupational therapy preceptors, and is available at the bachelors, masters or PhD level for approval by the School and the Faculty of Health Professions.

Academic adjunct professor appointments recognize those who make unpaid contributions to research and/or student learning. This appointment is typically offered to researchers and requires a masters or PhD degree for approval by the School, the Faculty of Health Professions and the Faculty of Graduate Studies.

Academic OR Professional Adjunct Professor appointments offer public recognition and facilitate access to the Dalhousie library and available resources to support their contributions. Appointments are typically for three years, and may be renewed with evidence from the Appointee of ongoing contributions that will be reviewed by the School's Director and Appointments Committee. Appointments are typically processed in the Spring to start July 1st, although interim appointments are possible.

They may be initiated by an interested individual outside Dalhousie University, or by the School's Director. Advice to the Director on such appointments is offered through the School Appointments Committee. The appointment process starts with a letter of recommendation from the Director of the School to the Dean of the Faculty of Health Professions. The Dean forwards the recommendation to the President's Office which makes the final recommendation to the Board of Governors which sends the final official letter about six months after the initial recommendation.

An interested individual submits an application or letter of interest and resume (see below).

Application

1. Please send a letter with contact information, or complete, sign, and date the attached Academic/Professional Adjunct Professor Application Form
2. Please attach a resume

Occupational therapy preceptors must attach proof of professional licensure contributions will include student supervision.

School of Occupational Therapy
Dalhousie University
Updated November 2016

Academic or Professional Adjunct Professor Application

Last Name _____ First Name _____ Initial _____

Home Mailing Address _____

_____ Postal Code _____

Contact Information

Business Phone _____ Fax _____ E-Mail _____

Supervisor's name _____

Home Phone _____ Fax _____ E-Mail _____

Professional and/or Academic Background

Occupational Therapy Degree (if applicable) _____

Academic Degree(s) (if applicable, within or outside occupational therapy) _____

Other Education, Background, Expertise (eg: academic research interests, practice interests, populations of interest, etc.) _____

Information required for Dalhousie Identification Number (Banner ID)

Social Insurance Number _____

Birthdate _____

Please check as many contributions as you plan to make during the appointment.

Plans	Potential Contributions
	Research student advising, committee work
	Research collaboration with faculty in the School
	Teaching
	Provincial Fieldwork Education Coordinator or Liaison with the School
	Fieldwork education preceptor with the School
	Contribute to Classroom and Teaching discussions
	Field Liaison for evidence-based 'best practice' models in Atlantic Canada
	Other

Please provide a summary plan for an Adjunct Professor Appointment in 2 – 3 sentences. *Are you applying for an Academic or Professional Adjunct position? An Academic Adjunct applicant must hold at least a Masters degree.*

Please check ONE box about consent below.

- I do not consent to having both my name and summary plan included in orientation and/or information materials for new students or faculty
- I do consent to having my name listed on School information materials. But, I do not consent to having my summary plan included on School materials
- I do consent to having my name and summary plan included in orientation and/or information materials for new students or faculty.

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 above check-list, or other contribution. I also understand that an audit of 10% of Adjunct Professor Appointment self-reported contributions will be done by the Director and Chairperson of the School Appointments Committee **prior to renewal**. Renewal will involve completion of a renewal application and confirmation of contributions during the previous appointment.

Signature _____ Date: _____

Please submit application and resume by e-mail, fax, or mail to:

Dr. Lynn Shaw, Director

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)
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