

## SCHOOL OF OCCUPATIONAL THERAPY

### Terms of Reference Adjunct Appointments

- 1. Types of Appointments:** The School of Occupational Therapy offers two types of Honorary Adjunct appointments to recognize contributions to the School: Academic Adjunct Professor, and Professional Adjunct.
- 2. Timeline:** Contributions over 2 years or more, periodically or continuously.
- 3. Remuneration:** An Adjunct appointment carries no remuneration.
- 4. Term of Appointment:** The term is normally 3-years from July 1 to June 30
- 5. Renewal:** Renewable on review by the Director.
- 6. Purpose, Descriptions, Contributions:**

#### Academic Adjunct Professor

##### Purpose:

1. To recognize university-based faculty beyond Dalhousie who make ongoing academic contributions toward occupational therapy graduate students' academic learning.

##### Description:

An academic Adjunct Professor appointment recognizes academic faculty who are not Dalhousie employees and may or may not be licensed occupational therapists. These appointments typically include an appointment with the Faculty of Graduate Studies.

##### Typical Contributions:

- Graduate student thesis supervision, co-supervision, committee work;
- Graduate student project supervision or other academic contributions.

#### Professional Adjunct

##### Purposes:

1. To recognize ongoing contributions by individual, field-based occupational therapy professionals who participate in:
  - a. academic and/or fieldwork education;
  - b. research capacity building in Atlantic Canada;

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2. To facilitate remote access to Dalhousie resources for these occupational therapy professionals;
3. To foster partnerships and collaborations between the School and key organizations which contribute to the School's Regional or International fieldwork education, project development, etc. with the School.

#### Description:

A Professional Adjunct appointment recognizes persons with professional expertise who are not Dalhousie employees and are typically occupational therapists who are legally registered to practice in their jurisdiction. These appointments typically do not include an appointment with the Faculty of Graduate Studies.

#### Typical Contributions:

- Provincial Fieldwork Education Coordinator or Liaison with the School;
- Fieldwork education preceptor;
- Group tutor with academic or fieldwork classes on or off-site;
- Lab Manager or Lab Instructor
- Field liaison for the MSc(OT) Applied Research Project;
- Collaborator with School of Occupational Therapy faculty on a research or other project;
- Facilitator or participant in an Atlantic Canada, occupational therapy *Community of Practice*;
- Practice *champion* in Atlantic Canada.

## **7. Benefits:**

#### Benefits for the School of Occupational Therapy

- Relationship and partnership building with the Regional occupational therapy practice community;
- Research and teaching collaborations that can benefit students, faculty, and occupational therapy practitioners in Atlantic Canada;
- Regional network development to facilitate communication for purposes of organizing project funding and other initiatives.

#### Benefits for Adjunct Professors

- Public recognition of contributions to students, faculty and the School of Occupational Therapy;
- Full remote or on-site access to all Dalhousie library holdings, including the W. K. Kellogg Health Sciences Library, the Killam Library (social sciences and science), etc.: includes e-journals, e-books, and full access to all Dalhousie library databases;

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- Inclusion of the Dalhousie Adjunct position on marketing, letterhead and resume materials;
- Access, on request, of a Dalhousie University business card with the title Academic Adjunct Professor or Professional Adjunct.

#### **8. Procedures:**

1. Nominations are made by faculty or others to the Director, or are generated by the Director (e.g., individual contributors, lists of Regional preceptors, etc.);
2. Nominations are reviewed by the Director with advice from Chair of the School Appointments Committee;
3. Nominees are invited by letter or e-mail by the Director to submit an e-mail or hard copy letter of interest, curriculum vitae, and, proof of a current occupational therapy license in their geographic location, where applicable for contributing as occupational therapists;
4. Appointments are typically processed in the Spring to start July 1st, although interim appointments are possible;
5. The appointment process is based on letters of recommendation which start with the Director of the School and proceed through the Dean of the Faculty of Health Professions, President's Office, and Board of Governors (the final official letter) after a period of potentially six months;
6. On receiving the President's letter, the Adjunct is responsible for contacting the School's Administrative Coordinator for an Orientation Package for Adjuncts:  
*Shelley Colbourne [shelley.colbourne@dal.ca](mailto:shelley.colbourne@dal.ca) (902-494-6447, fax 902-494-1229)*
  - i. Guidelines for accessing a Dalhousie Net ID and Banner Number
  - ii. Guidelines for Accessing Dalhousie Library Resources
  - iii. School information

#### **9. Renewal:**

Adjunct appointments expire on June 30<sup>th</sup>. Renewal for additional 3-year terms is possible, and will be triggered by the School contacting the Adjunct approximately three months prior to the end of a term (typically reviewed and processed between February – April);

For renewal, an Adjunct will submit the same documentation as on the original appointment: The renewal process will involve submission of an e-mail or hard copy

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letter of interest, curriculum vitae, and, proof of a current occupational therapy license in their geographic location, where applicable for contributing as occupational therapists;.

Applicants will also submit a 'check-list' of self-reported participation with the School and/or use of library and other resources. Check-lists will be reviewed by the Director and Chair of the Appointments Committee as part of the renewal process.

#### **10. Withdrawal:**

An Adjunct (Academic or Practice Collaboration) may request that the appointment be withdrawn (moving outside Atlantic Canada, contributions ending, etc.);

The School may request that an appointment be withdrawn, although such an event would be highly unusual and would require just cause (misuse of privileges, etc.);

#### **11. Marketing:**

Notification of the opportunity for an Professional Adjunct appointment for Atlantic Region occupational therapy practitioners will be done in the School Newsletter, on the School web site, through individual contacts by faculty, etc.;

#### **12. Orientation:**

The School will provide an Orientation Package to all new and renewed Adjunct appointments.

Approved by Committee of the Whole: May 4, 2006