

Appointments within the Department of Psychology & Neuroscience

APPOINTMENTS

There are seven categories of appointments in the Department of Psychology & Neuroscience, five of which are regulated by FGS guidelines (<https://www.dal.ca/faculty/gradstudies/faculty/membership.html>) and two which are regulated by the Faculty of Science. Listed below are approved level of involvement in thesis/dissertation supervision and committee membership for each appointment category.

1. **Cross-listed** (i.e., faculty members who have a Regular FGS Membership in their home department)
 - Cross-listed faculty members can be the sole supervisor or co-supervisor of graduate student thesis/dissertations only if cross-listed in our department
 - Please note that faculty members in other departments can be a member on a thesis/dissertation committee, without being cross-listed in our department if already a Regular FGS member. They can also be the sole supervisor of comprehensive projects if approved by the department at a comprehensive plan meeting which occur twice a year (mid-term in the Fall and end of the Winter term)
 - Note: The applicant needs to have FGS membership in their home department to apply to be cross-listed. If not, the applicant should first apply for FGS membership within their home department, then apply to be cross-listed in our department
2. **Adjunct (Retired)**
 - This appointment is for retired Dalhousie faculty members (who had FGS membership at the time of retiring and who are not currently in a paid post-retirement position)
 - Individuals with Adjunct (Retired) status can be the sole supervisor or co-supervisor of graduate student thesis/dissertations and can also serve of thesis/dissertation committees and supervise comprehensive projects
3. **Adjunct (FGS) (i.e., non-Dalhousie scholars)**
 - Individuals with Adjunct (FGS) appointment can:
 - o Co-supervise graduate student thesis/dissertations with a full member of the department
 - o Can be a member on a thesis/dissertation committee
 - o Can be the sole supervisor of comprehensive projects if approved by a department at the comprehensive plan meeting which occur twice a year (mid-term in the Fall and end of the Winter term).
 - Adjuncts (FGS) **cannot** be the sole supervisor of a graduate student thesis/dissertation
4. **Adjunct (Faculty of Science)**
 - This appointment allows an individual to supervise undergraduate students in research or projects, and/or conduct collaborative research in our department.
 - This type of Adjunct appointment may also be made to a person who teaches courses in some undergraduate programs, e.g., Nursing, School of Health Sciences, and Clinical Vision Science, and who is not a faculty member of Dalhousie, subject to the terms of any relevant collective agreement.
 - Adjunct (Science) **cannot** co-supervise or teach graduate students or serve on graduate student committees; a separate appointment with Faculty of Graduate Studies is required for that purpose.
 - Appointments to Adjunct (Science) shall be subject to the Academic Appointments Policy. Multiple appointments will be needed for work in multiple units.
 - Dalhousie is under no obligation to extend faculty level privileges, e.g., library access, e-mail, etc., to Adjuncts (Science). Adjuncts (Science) may be given faculty level privileges, such as access to the library and its services, or an email account, if such privileges are necessary for the successful completion of their duties. These privileges shall be at the discretion of the Dean of Science.
 - An Adjunct in this category may hold grants through Dalhousie for the purpose of collaborative research, with the approval of our Department Chair. Research grant applications must be approved through the normal process.

5. **Adjunct (Scholar) (e.g., research associate)**

- This appointment is for a more limited involvement (e.g., co-supervising one student, serving on one dissertation examining committee)
- Individuals with an Adjunct (Scholar) appointment can co-supervise a Master's student, or be a member on a graduate student's thesis/dissertation committee for only one student at one time
- Can also be the sole supervisor of comprehensive projects if approved by the department at a comprehensive plan meeting which occur twice a year (mid-term in the Fall and end of the Winter term).
- Individuals with this appointment cannot be the primary supervisor for a Master's student, or be a primary or co-supervisor for a PhD student's dissertation research
- Note: This appointment cannot use this appointment to apply through Dalhousie of externally funded research grants

6. **Adjunct (Scholar) Status for Dalhousie Post-Doctoral Fellows**

- Individuals with this appointment can:
 - o co-supervise one MSc thesis at any one time
 - o be a member on one MSc student's thesis committee at any one time
 - o be a member on one PhD examining committee (except those of their immediate supervisor) at any one time
- Individuals with this appointment cannot supervise or co-supervise PhD students or be the primary supervisor for MSc thesis research

7. **Clinical Associate**

- Will continue to be reviewed through the Clinical Program Committee (CPC), following the guidelines outlined by that committee
- These appointments are approved by the Faculty of Science, not the Faculty of Graduate Studies
- Please contact the clinical program admin for additional information about these appointments

PROCESS

Cross-listed faculty/Adjunct (Retired)/Adjunct (FGS) or (Science)

- o Submit to appointments committee chair: Letter (or email) from a sponsor from within the department, a CV, and letter of intent documenting how you plan to be involved in student research (please also include what adjunct appointment you are applying)
- o The Committee will conduct an initial review and if the application is appropriate then the applicant's documents will be shared with faculty in the department and will be reviewed at a Department Meeting and a vote will take place
- o If the vote is positive, then the applicant is asked to complete the FGS form and this is submitted by the department to FGS or Science for final approval (Cross-Listed and Adjunct (Retired) applicants will not be notified by FGS unless their application is denied; Adjunct (FGS) or (Science) will be notified whether the application was approved or denied)
- o If the vote is positive the applicant will be asked if he/she is interested in giving a presentation in the department. Applicants are encouraged to present, so that faculty and students become familiar with their research interests
- o If the vote is negative or the department had deemed the applicant as not suitable at a department meeting, this will be communicated to the applicant by the department

*Adjunct (Scholar)/ Adjunct (Scholar) Status for **Dalhousie** Post-Doctoral Fellows*

- A CV should be submitted to the Chair of the Appointments Committee by the applicant
- Letter (or email) from the student's primary research supervisor should be submitted to the Chair of the Appointments Committee providing the rationale why it is important for the individual to be granted this limited term appointment
- The letter will be reviewed by the Committee and if it is deemed that the appointment is appropriate this will be granted for the duration of the requested involvement (e.g., while a member on a MSc student's thesis committee)
- If there are concerns about the suitability of the applicant, this will be brought to the department for a vote and the decision will be communicated to the applicant by the department
- If approved, the applicant will complete the FGS form which will be submitted by the department to FGS for final approval (FGS will communicate to the applicant if the appointment was granted)

DURATION OF APPOINTMENTS

Cross-listed faculty/Adjunct (Retired)/ Adjunct (FGS) or (Science)

- Cross-listed faculty, Adjunct (Retired), and Adjunct (FGS) or (Science) appointments will be granted for 5 years (even though no renewal is required for FGS cross-listed faculty appointments)
- At least 3 months prior to the end of this 5 year appointment, the individual will be provided notice (once) that their appointment is coming to an end and asked if he/she is seeking re-appointment
- Re-appointment requires the submission of an updated CV along with a Re-Appointment Form (which will be forwarded to the applicant)
- In order to be re-appointed there *must be* evidence of contribution to the department
- If there is no evidence of contributions to the department, then re-appointment will not be granted

Adjunct Scholars

- Adjunct Scholars are appointed for as long as the duration of the involvement for which they were approved (e.g., while a member on a MSc student's thesis committee)

For more details about [Faculty of Graduate Studies memberships](#) and details for

[Dalhousie University Secretariat Adjunct Appointment Guidelines](#)