

Policy and Procedures for Adjunct Nomination and Renewal, Department of Oceanography

May 10, 2022

Nominations and Renewals are submitted to the Chair of the Promotion and Tenure Committee (P&TC) for review by the Adjunct Appointments Sub-Committee, the latter consisting of four faculty members from the Department representing each sub-discipline, one of whom is the Chair of the P&TC. For Nominations, the Sub-Committee's recommendations are presented to the P&TC for discussion and approval before being submitted to the Department Chair. For Renewals, the Sub-Committee's recommendations are submitted directly to the Department Chair.

The Department recognises five categories of membership on graduate student supervisory committees: [Adjunct \(Retired\)](#), [Adjunct \(FGS\)](#), [Adjunct \(Scholar\)](#), [Adjunct \(Scholar\) Postdoctoral](#), and [Ex Officio Member](#). The first three categories are official designations that are defined by Faculty of Graduate Studies guidelines (see below).

The [Adjunct \(Retired\)](#) category is intended for scholars who took retirement from full-time membership without a paid post-retirement appointment. An Adjunct (Retired) has the full privileges of regular membership, including the option to solely supervise graduate students.

The [Adjunct \(FGS\)](#) category is intended for external scholars who serve on multiple graduate supervisory committees or who supervise graduate students. An Adjunct (FGS) may hold grants through Dalhousie.

The [Adjunct \(Scholar\)](#) category is intended for external scholars who serve on a single graduate student committee. An Adjunct (Scholar) who holds a PhD or equivalent qualifications and is actively engaged in research may act as a co-supervisor for one MSc student.

The [Adjunct \(Scholar\) Postdoctoral](#) fellow category is intended to enable postdocs, usually in the Department, to gain experience and recognition by and for co-supervising graduate students, serving on graduate student committees, and teaching courses.

The [Ex Officio Member](#) category is intended for experts who do not have academic qualifications suitable for an Adjunct designation. This category is available to external experts, and also to postdocs and Research Associates. An Ex Officio Member is not an official member of the supervisory committee. They may

participate in committee meetings but may not serve on an Examining Committee for a graduate student.

The nomination procedure differs among the five categories.

Recommendations for appointment as [Adjunct \(Retired\)](#) are made by the Chair. A letter of nomination from the Department is not required.

To be nominated as an [Adjunct \(FGS\) or Adjunct \(Scholar\)](#), a candidate's package comprises a CV, a nomination letter from a faculty member in the Department, and a letter from the candidate indicating a willingness to be nominated. The nomination letter describes the qualifications of the candidate and the benefits to the Department of the awarding of Adjunct (FGS) or Adjunct (Scholar) status to the candidate. A template for the nomination letter is attached below. The nomination package is submitted to the Chair of the Departmental Tenure, Promotions, and Appointments Committee. The file will then be made available to the faculty for review. The nomination is presented at a Departmental meeting for approval by consensus or majority vote. After these steps are completed, the nomination package is forwarded to the Faculty of Graduate Studies for approval.

- For Adjunct (FGS), the nomination package must include a completed, Department-approved FGS Adjunct (FGS) application form.
- For Adjunct (Scholar), the nomination package must include a completed, Department-approved FGS Adjunct (Scholar) application form.

To be nominated as an [Adjunct \(Scholar\) Postdoctoral](#), a candidate's package comprises a CV, a nomination letter from a faculty member in the Department, and

- a completed, Department-approved FGS Adjunct (Scholar) Postdoctoral application form.

An [Ex Officio Member](#) is appointed at the discretion of a student's supervisory committee. Participation of the Ex Officio member should be noted in the minutes of the student supervisory committee meetings.

For [Renewals](#), two letters are needed, one letter from the appropriate faculty member requesting the renewal, and one from the Adjunct expressing their willingness to serve. The letter from the faculty member should follow the same form as the nomination letter template. (An updated version of the initial letter would usually be suitable.)

[FGS RULES REGARDING ADJUNCT APPOINTMENTS](#)

Below are the current FGS rules regarding FGS membership as they pertain to adjuncts, copied verbatim from:

<https://dalus.sharepoint.com/sites/graduate-studies/SitePages/membership-adjunct.aspx>

Adjunct (Retired) membership is for retired Dalhousie faculty members who held full-time academic appointments and regular membership in the Faculty of Graduate Studies (FGS) immediately before their retirement, but do not hold a paid post-retirement appointment. **Adjunct (Retired)** members have the full privileges of regular membership, including the option to solely supervise graduate students.

To recommend an individual for **Adjunct (Retired)** membership, the department Chair/Director/Head should submit the signed [Adjunct \(retired\) application form](#) [PDF] to fgs.memberships@dal.ca, addressed to the Dean of FGS.

Adjunct (FGS) membership is for non-Dalhousie scholars who wish to have extended involvement with Dalhousie University graduate programs. **Adjunct (FGS)** members may co-supervise one or more graduate students, serve on supervisory and examination committees, and teach one or more graduate courses. An **Adjunct (FGS)** member may not be the sole supervisor of a graduate student.

To recommend an individual with appropriate academic qualifications for **Adjunct (FGS)** membership, the department Chair/Director/Head should submit the following to fgs.memberships@dal.ca, addressed to the Dean of FGS:

- The applicant's CV, including scholarly activity, and any previous experience with graduate students
- The signed [Adjunct \(FGS\) application form](#) [PDF]

Adjunct (Scholar) membership is typically for non-Dalhousie scholars with more limited involvement (i.e. one student or one course only) with Dalhousie University graduate programs. **Adjunct (Scholar)** members may co-supervise a master's student, serve on a supervisory or examining committee of a single graduate student, or teach one course. An **Adjunct (Scholar)** member cannot be the sole supervisor of a graduate student.

To recommend an individual with appropriate academic qualifications for **Adjunct (Scholar)** membership, the department Chair/Director/Head should submit the following to fgs.memberships@dal.ca, addressed to the Dean of FGS:

- The applicant's CV, including scholarly activity, and any previous experience with graduate students
- The signed [Adjunct \(Scholar\) application form](#) [PDF]

[Adjunct \(Scholar\) status for Dalhousie Postdoctoral Researchers](#)

Adjunct (Scholar) membership for Dalhousie postdoctoral researchers is intended to broaden the training experience for postdoctoral researchers, but with the expectation that postdocs will not be unduly burdened with graduate student responsibilities. **Adjunct (Scholar)** members in this category may co-supervise master's students, serve on supervisory and examining committees (except those of their immediate supervisor), and

teach graduate courses. An **Adjunct (Scholar)** postdoctoral member cannot supervise or co-supervise PhD students and only one **Adjunct (Scholar)** postdoctoral member may serve on a given master's or PhD supervisory or examining committee. Members listed in this category will not be listed in the graduate calendar.

To recommend an individual with appropriate academic qualifications for **Adjunct (Scholar)** postdoctoral membership, the department Chair/Director/Head should submit the following to fgs.memberships@dal.ca, addressed to the Dean of FGS:

- The applicant's CV
- The signed [Adjunct \(Scholar\) Postdoctoral application form](#) [PDF]

Date XXX

AAA
Chair, Promotions and Tenure Committee
Department of Oceanography

Dear AAA

I am (We are) nominating BBB for appointment as Adjunct (FGS or Scholar) in the Faculty of Graduate Studies. BBB's CV and letter are attached.

Paragraph briefly describing BBB's academic qualifications...

Paragraph briefly describing BBB's past interactions with the Department...

Paragraph outlining the expected role(s) that BBB would have in regard to graduate students. The graduate student(s) should be named, and the role (supervisor, co-supervisor, committee member) should be indicated.

Yours sincerely
CCC