

## Adjunct Faculty Appointments in the Faculty of Health Sciences, Simon Fraser University

(Updated December 2017)

### Rationale for Adjunct Faculty Appointments

The Faculty of Health Sciences (FHS) values partnerships with community-based organizations, healthcare authorities and agencies, government agencies, and other academic organizations in British Columbia and across the globe. FHS therefore invites and may support nominations for external partners to be appointed as Adjunct Faculty (see SFU Policy A12.08 for definitions and distinctions).

### Expectations for Adjunct Faculty Appointments

Adjunct Faculty are expected to contribute to FHS through a combination of:

- Guest lectures in areas of expertise;
- Service as an advisor or preceptor for graduate students;
- Service on FHS relevant committees;
- Engagement with FHS faculty in research grant development and facilitation;
- Internal peer reviewer for field-relevant research applications; and/or
- Activities to strengthen relationships and opportunities between FHS and the partner organization in the wider community.

Adjunct faculty will not have voting privileges on FHS business, but may be invited to attend Faculty Council (FC) meetings. Appointments may be for no longer than three years, renewable upon review (see below).

### Criteria for Assessment of Adjunct Faculty Appointments

In assessing the suitability of an appointment, Faculty Council members will consider:

1. The potential of the nominee with respect to research, teaching, service, and partnership development;
2. The nominee's curriculum vitae, including research collaborations and productivity for academic nominees and practice/community experience for non-academic nominees;
3. How much and how urgently the nominee's contributions are needed; and
4. Any impact on FHS resources, including financial, staff support, space, and administrative resources.

### Procedure for Adjunct Faculty Appointments

1. Based on the expectations and assessment criteria above the Dean may appoint, as an Adjunct Professor, a previously ratified FHS faculty member who has resigned and moved to a partner organization.
2. For Adjunct Faculty appointments for other external partners:
  - a. The appointment may be initiated by the Dean, the individual seeking the appointment, an FHS faculty member, or by the representative of an external partner organization.
  - b. Nominees must provide to the Dean a nomination package that comprises: (i) a letter of application to the Dean outlining their reasons for requesting the appointment and their potential contribution(s) to FHS with reference to the above *Expectations for Adjunct Faculty Appointments*; (ii) a current *curriculum vitae*; and (iii) **a letter of nomination from a full-time voting faculty member in FHS ("the nominator")**, which summarizes the applicant's

credentials and potential contribution to FHS. In exceptional circumstances, the Dean may provide the nomination letter.

- c. The Dean's office will circulate the nomination package to the Faculty Executive Committee (FEC) with a motion that the nominee be considered by the FHS Faculty Council for appointment as Adjunct Faculty. The nomination package will clearly outline the conditions and responsibilities of the appointment, which may necessitate a discussion between the Dean, the nominee, and/or the nominating faculty member. A simple majority vote of FEC will move the nomination forward for deliberation by FHS Faculty Council.
- d. The Dean's office will circulate the nomination package to voting members of FHS Faculty Council. The nominator will move a motion at a FC meeting that the nominee be appointed as Adjunct Faculty. The confidential vote will be held electronically, and a simple majority vote will mean that the motion is carried.
- e. In the case of approval, the Dean will finalize the conditions and responsibilities of the appointment (maximum term of three years, renewable) with the nominee and will recommend an appointment with or without the privilege to hold research grants administered by the University (as per University policy).

### **Evaluation and Renewal of Adjunct Faculty Appointments**

Adjunct appointments may be renewed by FEC following a satisfactory review of the contributions of the appointee to FHS based on the conditions and responsibilities outlined in the appointment letter. The Adjunct Faculty must provide: (i) a current *curriculum vitae* and (ii) a one page summary of contributions to FHS. The term may be renewed for a maximum of three years by a majority vote of FEC. There is no limit on the number of times that an Adjunct Faculty appointment may be renewed.