

Division of Medical Sciences Appointment of Adjunct Faculty

Adjunct appointments in the Division of Medical Sciences are made to further research and education in the Division by qualified people not currently employed by the University of Victoria. Adjunct appointees to the Division of Medical Sciences who wish to serve on graduate student supervisory committees must also apply for an adjunct appointment with the Faculty of Graduate Studies at the University of Victoria. Affiliate appointments with UBC are required for teaching positions in the Island Medical Program.

The Division of Medical Sciences allows for the appointment of adjunct faculty, subject to the following criteria and conditions.

Appointment Criteria.

1. Academic qualifications as for tenured or tenure track faculty, Senior Instructors or affiliate faculty.
2. Proven record of research/teaching or clinical excellence.

Conditions to Adjunct Appointments.

1. Adjunct faculty must apply for admission to the Faculty of Graduate Studies through the Head of the Division, if they wish to be involved in graduate student committees.
2. Adjunct faculty cannot have supervisory responsibility for a graduate student, but may co-supervise with a regular faculty member.
3. Divisional space will not normally be allocated to an adjunct faculty member. However, an individual faculty member may choose to provide a portion of their space allocation to an adjunct.
4. Appointments and reappointments are normally for three year terms.
5. The Division reserves the right to limit the number of adjunct appointments.

Requirements of Adjunct Faculty Members.

1. In addition to their research and/or teaching activities, adjunct faculty members are expected to participate in academic activities of the Division.
2. Adjunct faculty members engaged in University activities must follow University procedures and policies.
3. On appointment, adjunct faculty members must complete a University of Victoria Curriculum Vitae, or one of comparable standard. This CV must be updated by February 28th of each year and submitted electronically along with a brief three paragraph statement describing contributions to the Division last year and the intended contributions for the next year. Finally, the candidate is encouraged to suggest possible improvements to facilitate adjunct/faculty relations.

4. Publications of adjunct faculty members arising from research undertaken at the University of Victoria must acknowledge the Division of Medical Sciences at the University of Victoria as an address of the author.

Teaching Contributions

Adjunct faculty members of the Division of Medical Sciences may be invited to teach portions of the curriculum offered by the Division.

Procedures for Appointment and Reappointment of Adjunct Faculty Members

New Appointments

Application includes a letter to the Head of the Division of Medical Sciences. The application should include:

1. supporting documents, including Curriculum Vitae and a teaching dossier if applicable;
2. a proposal for the activities (research, teaching, other) to be undertaken during the period of appointment;
3. a statement explaining how the proposed activities will contribute to the Division;
4. a proposal for other contributions to the Division, such as student supervision or other teaching;
5. a letter of support from a faculty member (with agreement to provide any space, if applicable).
6. normally, applicants will present a seminar on their research to colleagues in the Division in the first year of their appointment.

The Faculty Advisory Committee (FAC) will make the final decision.

Reappointments

To be considered for reappointment, adjunct faculty members must provide:

1. a report on their activities during the current term;
2. proposals for a new term;
3. a progress report on current projects with students, if applicable;
4. an updated CV with reprints of articles arising from the current term appointment.
5. normally, a seminar or presentation to colleagues in the Division in the first year of their reappointment.

The final decision on reappointment will be made by the FAC.

The FAC will make decisions on appointments and reappointments in April of each year. Applicants for appointment and reappointment must submit all documentation by February 28th.

Reviewed and revised by FAC February 28, 2008