

DEPARTMENT OF ANTHROPOLOGY
POLICY ON ADJUNCT FACULTY APPOINTMENTS

(2019)

1. Purpose of Adjunct Faculty Appointments

The purpose of adjunct faculty appointments is to enrich and augment the Department of Anthropology's research activities, and graduate and undergraduate teaching and training. Contributions to the Department include active participation in academic activities through student mentorship and training (including incorporating funding for students in research grants), seminars and guest lectures. Contributions of adjunct faculty may consist of: (a) research and/or teaching within the department; and/or (b) co-supervision of graduate students; and/or (c) co-supervision of postdoctoral fellows.

An adjunct faculty appointment creates a formal, academic relationship between the adjunct faculty member and the Department of Anthropology. Adjunct faculty are representatives of both the Department and the University; however, an adjunct faculty member should not purport to speak for, or on behalf of, the University or the Department of Anthropology unless specifically authorized to do so.

2. Criteria for Appointment and Reappointment

- (a) Academic qualifications as for tenure-track faculty.
- (b) Established, independent record of excellent scholarly achievement commensurate with stage of career.
- (c) Established record of ethical practice.

3. Requirements of Adjunct Faculty Members

- (a) Adjunct faculty members are expected to participate in academic activities of the department, in addition to their research activities (e.g., departmental seminars, guest lectures in courses, graduate student symposia).
- (b) Adjunct faculty members engaged in university activities must follow university procedures and adhere to university policies (e.g., in student supervision and research administration).
- (c) On appointment, adjunct faculty members must complete a University of Victoria Curriculum Vitae, or one of comparable standard. This C.V. must be updated by 31 March each year, and be accompanied by a brief summary of the contributions of the adjunct to the Department within the last year and the intended contributions for the next academic year. The C.V. and summary must be submitted to the Chair of Anthropology.

(d) Peer-reviewed publications of adjunct faculty members arising from research undertaken at the University of Victoria must acknowledge the Department of Anthropology at the University of Victoria.

4. Procedures for Appointment and Reappointment of Adjunct Faculty Members

(a) *New Appointments - Application is by letter to the Chair.*

The application also should include:

- (i) supporting documents, including Curriculum Vitae, to meet the criteria in section 2 above;
- (ii) a proposal for the research to be undertaken during the period of appointment;
- (iii) a statement explaining how the proposed research will contribute to the department;
- (iv) proposal for other contributions to the department, such as graduate student co-supervision, mentoring or other teaching;
- (v) Statement on commitment to and track record of ethical practice;
- (vi) Two letters of reference

(b) *Reappointments – To be considered for reappointment, adjunct faculty members must provide:*

- (i) an updated Curriculum Vitae;
- (ii) a report on activities undertaken during the current term;
- (iii) a progress report detailing current co-supervision of graduate students;
- (iv) a summary of progress by graduate students under co-supervision (if applicable);
- (v) a brief report on contributions to teaching.

Based on the criteria listed in section 2 and documented as outlined in 4a or 4b as applicable, the ARPT will vote on the merits of each application. A minimum threshold of 60% of ARPT members present voting in favor of an application will be required for an appointment to be made. The decision of the ARPT committee will be considered final. Successful candidates will be appointed as either Adjunct Assistant Professor, Adjunct Associate Professor or Adjunct Professor based on scholarly qualifications.

5. Term

Adjuncts will normally be appointed for a term of no more than three years and may be renewed.

6. Limits to Adjunct Appointments

(a) Adjunct scholars will receive no remuneration for services to the University under the terms of their appointments. Such payments are prohibited. This does not preclude a separate appointment as a sessional lecturer with teaching responsibilities.

(b) Adjunct faculty members cannot have sole supervisory responsibility for a graduate student but must co-supervise the student with a regular faculty member in the department. If adjunct faculty members wish to co-supervise a student, they must apply to the Chair for admission to the Faculty of Graduate Studies as an Associate Member. The Chair may consult with the departmental Graduate Committee.

(c) If adjunct faculty members wish to be a member of a supervisory committee, they should apply to the Chair for admission to the Faculty of Graduate Studies as an Affiliate Member. The Chair may consult with the departmental Graduate Committee.

(d) Co-supervision of graduate students is limited to no more than two at any one time.

(e) Graduate students are to be supervised under the terms set by the Faculty of Graduate Studies.

(f) Departmental space is not normally allocated to an adjunct faculty member.

(g) The department reserves the right to limit the number of adjunct appointments in the department.

(h) The Department reserves the right to discontinue or cancel any adjunct faculty appointment with two weeks' notice. Should the adjunct faculty member's conduct violate the University's minimum acceptable standards for faculty at the University, the University reserves the right to terminate the adjunct faculty appointment immediately with no further obligation of any nature to the appointee.