

	Memorial University of Newfoundland
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<p style="text-align: center;">BioMedical Sciences Divisional Policy on Adjunct Appointments</p>	<p>Approval Date: 2025-02-19 Effective Date: 2025-02-19 Review Date: 2028-02-19 Authority: Division of Biomedical Sciences</p>
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Principle

Overview

When it is appropriate for academic or professional reasons, a non-Academic Staff Member may be appointed as Adjunct Professor. This is not an Academic Staff Member position. Normally, an adjunct professor will be considered after a prior period that demonstrated active collaboration between the candidate and at least one faculty member within the Department.

Purpose

To provide guidelines for recommending non-ASMs as Adjuncts within the Division.

Scope

This document provides guidelines for Adjunct appointments within the BioMedical Sciences Division. Note that the Provost issues these appointments and these guidelines frame the collegial consultation and recommendation process.

Definitions

Academic Staff Member - For the purposes of this document an Academic Staff Member (ASM) is an employee covered by a Faculty collective agreement, or appointed to administration at the decanal level or below.

Associate Dean - For the purposes of this document Associate Dean refers to the Associate Dean BioMedical Sciences. Associate Dean and Administrative Head are equivalent terms within this document.

Adjunct Professor - This is a non-stipendiary, non-ASM three-year position recommended by Division faculty and appointed by the Provost. The position is renewable, but not automatically renewable.

Criteria

1.0 Considerations for Adjunct Appointments

- 1.1. The position should provide benefit to both parties;
- 1.2. The Division may entertain requests that provide particular expertise to complement its research and or education activities;
- 1.3. The Division may entertain requests where an appointment is required to participate in student supervision;
- 1.4. The Division may entertain requests where an appointment will facilitate participation in the research activities of a Centre, Group or initiative;
- 1.5. The Division may entertain requests where an appointment will facilitate participation in the research activities of, or funding requests for, a Centre, Group or initiative;

2.0 Administrative Requirements for the Provosts Office

- 2.1. Letter of request from the individual.
- 2.2. Completed Recommendation for Appointment form
http://www.mun.ca/vpacademic/Adj_Professor_Form.pdf.
- 2.3. Letter of support from each Division Chair, Head etc. recommending appointment or re-appointment.
- 2.4. Current CV.

3.0 BMS Documentary requirements

- 3.1 Letter requesting appointment or renewal. Note for renewals, the letter must be received at least three months prior to expiration of the position.
- 3.2. The applicant must demonstrate the request meets Consideration 1.1 and at least one of the other Considerations.
- 3.3. The applicant must include an up to date CV.

Procedure

4.0 Normal procedure

4.1 The Considerations for appointment will be forwarded to the applicant. 4.2

The Associate Dean's office will receive the application.

4.2.1 Additional information may be requested.

4.3 The application will be included in the next divisional meeting as notice of motion.

4.4 The application will be discussed at the following meeting following a motion to approve.

4.5 If approved, it will be sent to the dean's office for recommendation of approval.

4.6 Then application will be forwarded to the Provost's office for approval.

4.7 Approved appointment letter will be sent from the Dean's office.

5.0 Responsibilities

5.1 Adjunct Faculty are encouraged to provide an annual update before September 30 to the Associate Dean. The updates will highlight their collaboration and contribution to the work of the Division over the previous 12-month period, September 1 to August 31

Related Documents

<https://www.mun.ca/medicine/media/production/medicine/documents/faculty-affairs/Adjunct-Appointment-Guidelines-revised-2020-January.pdf>

<https://munfa.ca/wp/wp-content/uploads/2023/03/MUN-MUNFA-CA-2023-Final.pdf>

For inquiries related to this policy:

For further information regarding this policy, please contact the BioMedical Sciences office at BMSADMIN@mun.ca.

Sponsor: BioMedical Sciences Division

Category: Administrative