

POLICY ON ADJUNCT FACULTY APPOINTMENTS DEPARTMENT OF BIOLOGY

1. Purpose of Adjunct Faculty Appointments

The purpose of adjunct faculty appointments is to enrich and augment the Department'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, 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 Biology. 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 unless specifically authorized to do so.

2. Criteria for Appointment and Reappointment (see also 6 below):

- (a) Academic qualifications as for tenure track faculty.
- (b) Established, independent record of excellent scholarly achievement.
- (c) Support of a faculty sponsor.

3. Limits to Adjunct Appointments

- (a) 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 Member¹. The Chair may consult with the departmental Graduate Studies Committee.
- (b) 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 Member¹. The Chair may consult with the departmental Graduate Studies Committee.
- (c) Co-supervision of graduate students is limited to no more than two at any one time.
- (d) Graduate students are to be supervised under the terms set by the Faculty of Graduate Studies.
- (e) Normally, adjunct faculty members cannot have been a PhD student, postdoctoral fellow or research associate/assistant in the Department within the past six years.
- (f) Departmental space is not normally allocated to an adjunct faculty member; however, an individual faculty member may choose to provide a portion of his/her space allocation to an adjunct faculty member.
- (g) Appointments and reappointments of adjunct faculty members are usually for terms of three years, but shorter terms may be approved.
- (h) The department reserves the right to limit the number of adjunct appointments in the department or with individual faculty sponsors.
- (i) 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.

4. 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 (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.

(d) Publications of adjunct faculty members arising from research undertaken at the University of Victoria must acknowledge the Department of Biology at the University of Victoria as an address of the author.

5. Teaching Contributions

(a) The Department of Biology expects adjunct faculty members to contribute to graduate teaching and encourages regular faculty members to invite adjunct faculty members to contribute to courses.

(b) The Department of Biology values contributions by adjunct faculty members to undergraduate teaching. Adjunct faculty members may contribute guest lectures and can, if required, be appointed as Sessional Lecturers with a stipend to teach specific courses.

6. 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 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) a proposal for other contributions to the department, such as graduate student co-supervision, mentoring or other teaching; (v) a letter of support from a regular faculty member (with agreement to provide any space, if applicable).

Applicants may be interviewed by the department's Appointments, Reappointments, Promotion, and Tenure (ARPT) Committee and Graduate Studies Committee. Applicants may also be asked to present a departmental seminar on their research. The ARPT Committee will determine which applications will be taken forward to the department for ratification.

(b) Reappointments - To be considered for reappointment, adjunct faculty members must provide: (i) a report on their activities during the current term; (ii) proposals for a new term; (iii) a progress report on current co-supervised graduate students; (iv) a summary of further progress by previous graduate students; (v) an updated Curriculum Vitae with reprints of articles arising from the current term of appointment; (vi) a letter of support from a regular faculty member. Contributions to teaching can be itemized in the Curriculum Vitae or listed in a University of Victoria Teaching Dossier if adjuncts have taught at UVic or have co-supervised students or served on student committees within the last six years. The ARPT Committee will determine if the request for reappointment will be taken forward to the department for ratification.

(c) Timing - The ARPT Committee will make decisions on appointments and reappointments in April each year. Applicants for appointment and reappointments must submit applications and all documentation by 31 March.

7. Alternatives to Adjunct Status

a) Affiliate: Scientists who are engaged in casual collaborations with members of the Department can be sponsored by the collaborator to obtain affiliate status for a fixed, renewable period of time (not to be confused with Affiliate membership in the Faculty of Graduate Studies¹). Affiliate status allows access to University electronic resources. An overview of this process can be found at: <https://www.uvic.ca/systems/support/loginspasswords/affiliates/overview.php>

b) Visiting Scientist: Scientists who will be engaged in short-term, on-campus collaborations with members of the Department can apply for designation as a Visiting Scientist for a term up to one year. Application is by letter to the Chair of the Department. The application should include: (i) a Curriculum Vitae; (ii) a brief proposal for the research to be undertaken during the period of the visit; (iii) a letter of support from a regular faculty member (with agreement to provide necessary space). Applications will be approved by the Chair in consultation with the ARPT on an ad-hoc basis. Such status provides neither remuneration, nor rights to space or other resources. Visiting Scientist designation is not considered an academic appointment by the University.

Approved by the Department on 26 April 1995

Revised Sections 4c and 6b (vi) on 6 April 2002

Revised Sections 4c and 6b (v) on 15 May 2002

Revised Sections 2 and 6b on 19 April 2008

Revised Sections 3a and f and 6a (vii) on 19 April 2013

Revised Sections 1, 3a and 6a (vii) on 20 March 2018

Revised Sections 3, 6b and footnote on 15 May 2018

Revised Section 7a and b and on 16 April 2019

¹Members of graduate student supervisory committees must hold either Regular, Associate or Affiliate membership in the Faculty of Graduate Studies. Regular membership is restricted to tenured and tenure track faculty members appointed at the University of Victoria. Associate membership may be granted to adjunct faculty. Affiliate membership is intended for appropriately qualified individuals who do not hold academic appointments at the University of Victoria but wish to serve as members on supervisory committees. Affiliate members may not co-supervise graduate students. An adjunct faculty appointment is not required for Affiliate membership.

Further information on membership in the Faculty of Graduate Studies can be found at: <https://www.uvic.ca/graduatestudies/resourcesfor/faculty/facultymembership/index.php>