THE UNIVERSITY OF BRITISH COLUMBIA
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# Guidelines for Appointment of Adjunct Professors

The Department of Biology guidelines for appointment of adjunct professors are based on the IKBSAS policy and procedures as outlined on the IKBSAS website at this link: https://science-resources.ok.ubc.ca/

**The process in the Department of Biology:**

1. A faculty member nominates a person for adjunct status when the faculty member thinks that a person who works in their field or a closely related field can make a significant contribution to UBC.
2. The nominator prepares a letter explaining the rationale for the appointment, collects the CV and cover letter from the nominee and emails the documents to the Department Head, and Administrative assistant to request addition to the next Department meeting. This rationale should include information about the area of expertise, the research record, and the contributions that the person can make to UBC including such things as seminar presentations, graduate student supervisions, research collaborations and applications for funding. Files are shared with Faculty to review the CV and cover letter of the nominee prior to Department meeting.
3. The nominator presents information to the department members at the scheduled department meeting. Files are shared to the department members to review prior to meeting.
4. The department discusses the nomination, votes, and provides input for the letter of recommendation that will go to the Dean. The discussion and vote may be conducted electronically.
5. The information provided to the Head by the nominator and the department is incorporated into a 'Departmental letter' (similar to what is produced in a promotion and tenure case), which also details the result of the vote. The Dean's office provided the following information about the letter:
   *The head's letter of recommendation should be developed from rationale provided from at least 3 sources: (1) the nominator, (2) the candidate CV and his/her statement of intended contributions), and (3) departmental discussion preceding the vote. Just like a vote for promotion must be premised on empirical evidence, so must a vote for adjunct status. It should not be left to the Head to generate rationale after the fact. The nominator has a more in-depth knowledge of the potential for contributions than others who may not be familiar with the candidate. Therefore the nominator is well positioned to put forward strong arguments for the case and should be prepared to do so.*
6. The letter and CV is forwarded to the Dean, who will then notify the adjunct if the application is successful.
7. **Reappointments:** Three months prior to the end-date the faculty member who is collaborating with the adjunct will contact the adjunct to determine if he/she would like to continue their adjunct status. If they do, the Adjunct will provide an updated CV. The department will review the CV and the contributions made by the adjunct in the previous appointment and recommend reappointment or termination of the adjunct appointment based on the contributions of the adjunct professor during his or her term. These contributions should be detailed in a rationale presented to the department prior to the vote.
8. The Head will prepare the departmental letter based on the rationale and the vote, and forward it to the Dean for approval.