

**Department of Microbiology and Immunology (M&I) Associate Faculty Members**

The purpose of the Associate Member position is to establish a formal relationship with faculty members from other units who can significantly enhance and enrich the teaching and research endeavors of the Department. It is anticipated that the Associate Member will complement and extend our current areas of expertise, participate in research collaborations, and contribute to the Department's teaching program. The Associate Member is expected to benefit from these interactions. Their research activities are listed on the Departmental web site, they may supervise the research projects of MICB 448/449 directed studies students, they are invited to participate in Departmental seminars and research symposia, and if they are actively engaged in Departmental teaching and research they may supervise M&I graduate students.

**Expectations and benefits of membership**

1-An Associate Member must be willing to contribute to at least 6 contact hours of Departmental teaching per year, on average (please note that the minimum "module" in most undergraduate courses is 12 contact hours).

2-The Associate Member must be willing to serve on thesis committees for M&I graduate students, with the expectation that at any given time they will serve on at least 3 such committees.

3-The Associate Member may supervise the research projects of MICB 448/449 directed studies students.

4-The Associate Member's research interests will be advertised on the Departmental web site and they will have access to the files of individuals who apply to the M&I graduate program. The files of applicants who have indicated an interest in the Associate Member will be referred to the Associate Member.

5-No more than one graduate student enrolled in the M&I graduate program may be supervised by an Associate Member at any one time, unless a recommendation is made by the Department Graduate Advisory Committee and approved by the Head. This decision would be based upon the level of the Associate Member's contribution to teaching and research mission of the Department.

6-M&I graduate students supervised by Associate Members have access to, and are required to take MICB 506 during their first full year in graduate school. The aim of this course is to develop verbal and written communication skills and for the students to receive feedback on their research project.

7-The appointment as an Associate Member will be reviewed every 3 years by the Head, in consultation with faculty members who interact with the adjunct faculty member. Continued interactions with the Department in the form of teaching, research collaborations, or other contributions (e.g., seminars, workshops) are required for continuation of the appointment. The Associate Member will provide the Head with a brief summary of their interactions with the Department so that their contributions can be recognized. The Head will send a formal letter thanking them for their contributions and, at their request, copy this letter to their unit director.

### **Application for membership**

UBC defines an Associate Membership as an unofficial position given to a faculty member when there is a need for members of one department to have a formal arrangement to participate in teaching and research activities in another department, but when a joint appointment is not necessary. This type of appointment is not processed by Faculty Relations; only interdepartmental letters are required.

1-To be considered for appointment as an Associate Member in M&I, the candidate will provide the Head with his/her CV as well as a letter describing their potential contribution to the Department and potential interactions with Department members. The candidate will also present a Departmental seminar.

2-The appointment of an Associate Member requires a majority vote by the Department faculty, normally from a quorum of members at a faculty meeting.

3-Appointment also requires approval of both Department Heads and the Dean (if cross-faculty, then both Deans must approve).