

MICB policy for appointing adjunct professors (approved Dec 10, 2009)

UBC policy: ADJUNCT PROFESSOR (Adjunct faculty member)

These are faculty appointments for a period normally not exceeding three years if unpaid, but are renewable. Adjunct faculty appointments may be granted to individuals who have some special professional skill or learning of value to the University but who are primarily engaged in the practice of their professions outside UBC or any other academic institution. **Appointment at the adjunct rank does not imply that the appointee has the qualifications necessary for appointment to one of the regular academic ranks.** Salary may be paid to an Adjunct Professor for periods not to exceed one year at a time. For more information, please review the [Policy #44 on Adjunct Faculty Appointments](#).

Such appointments are not eligible for pension and benefits except for statutory benefits (Canada Pension Plan, Employment Insurance and Worker's Compensation Board). These appointees are not members of the Faculty Association.

MICB policy

Definition: An adjunct faculty member need not be a faculty position, is generally not paid, and there is no implication that the adjunct faculty member would qualify for, or be considered for, any rank of regular faculty member.

- 1-Interactions (e.g. providing expertise, research connections, collaborations) between the adjunct faculty and Department members should benefit the Department.
- 2-To be considered for appointment as an adjunct faculty, the candidate will provide the Head with their CV as well as a letter describing their potential interactions with Department members. *The candidate will also present a Departmental seminar.*
- 3-The appointment of an adjunct faculty member will be voted on at a Department faculty meeting.
- 4-The appointment as an adjunct faculty 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 adjunct faculty 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.
- 5-Adjunct faculty members cannot supervise MICB graduate students but can participate in the supervision of a graduate student for whom a full Department member is the official supervisor. The full Department member would be responsible for ensuring that the student receives proper supervision and fulfills Department requirements. Adjunct faculty can sit on graduate thesis committees to provide special expertise but their membership is in addition to the normally required number of regular faculty members. Adjunct faculty members cannot be examiners at thesis defenses since they are not members of the UBC Faculty of Graduate Studies.
- 6-The adjunct faculty member has no formal teaching responsibilities, but is encouraged to share their expertise via guest lectures or workshops.