



Adjunct Faculty Appointment Guideline

Adjunct Professor appointments are governed by [UBC Policy AP4 - Faculty Term Appointments Without Review \(July 2019v\)](#). This document is intended to provide guidance to the School of Population and Public Health on best practices on the implementation of this policy.

UBC Definition: Adjunct Professors are part-time appointments made in the case of individuals who actively practice a profession with distinction or particular success outside the University or any other academic institution, and have special skills or learning of value to the University.

Adjunct Professors widen and enrich the SPPH community and enhance the expertise available to faculty and students for research, teaching and service activities.

Rank/Status: Official designation of 'Adjunct Professor'. Adjunct Professors are not tenured or tenure track appointments and there is no implication that the appointee will be considered for any further appointment of this or any other kind at the end of the term of appointment. There is no promotion or rank progression for Adjunct Professor appointments. Adjunct Professors are not members of the Faculty Association and are not covered under the Collective Agreement.

Salary/Term: A salary or an honorarium may be paid to a person holding an Adjunct Professor appointment for a period not to exceed one year at a time. Adjunct Professor appointments without salary may be for any period up to ten years and will normally have a June 30th end date. Adjunct Professor appointments without pay in SPPH are typically 4 years (renewable). Unless otherwise agreed, Adjunct Professor appointments may be terminated by the individual with two weeks written notice to the University, which may be waived by the University. Unsalaries Adjunct Professor appointments may be terminated where there is cause or with written notice of at least one month.

Responsibilities: Adjunct Professors are expected to make contributions to School academic community on an on-going and regular basis, including research, teaching/training and/or service/professional academic activities. *See further criteria below on responsibilities.*

SPPH Appointment and Reappointment Procedures for Adjunct Professors

SPPH Adjunct Professor appointments are approved by the UBC Board of Governors, on the recommendation of the Dean, Faculty of Medicine and Director, School of Population and Public Health. Applications for appointment and reappointment are reviewed by the SPPH Appointments, Reappointments, Promotion and Tenure Committee, following their procedures and terms of reference for appointments and reappointments. All members of the SPPH ARPT Committee are eligible to review and vote on an Adjunct Professor appointment. A vote on appointment/reappointment informs a recommendation for appointment from the School Director to the Dean of the Faculty of Medicine.

Application – new appointments requirements: Evidence of prior year engagement with the School in the areas of research, teaching and/or service (see criteria below); resume or CV (does not need to be in UBC format but is preferred); SPPH Adjunct Professor application form; and a letter of recommendation co-signed by the affiliated

Division Head and a full-time SPPH faculty member that is informed by a meeting with the applicant to identify research/teaching/service responsibilities. Applications are accepted year-round (ARPT meets monthly; appointments conclude June 30th of 4th year of appointment). *NB – the vote for appointment must include consideration of the ability to hold research funding as a Principal Investigator via SPPH infrastructure and oversight.*

Application for re-appointments: Resume or UBC CV, accompanied by compilation of SPPH annual activity reports for term of appointment (abbreviated annual activity reports), demonstrating regular and on-going engagement with the School in the areas of research, teaching and/or service (see criteria below). Presentation of the case for reappointment is by the affiliated Division Head or their designate informed by a prior meeting with the Adjunct professor. Applications for reappointments are due in the spring before the end of the June 30th conclusion of the 4th year of appointment.

CRITERIA FOR ADJUNCT PROFESSOR APPOINTMENTS/REAPPOINTMENTS

Adjunct Professors are expected to have regular and ongoing annual engagement with the School of Population and Public Health over the term of appointment in the areas of research, teaching and/or service (i.e. one time teaching of a course to fill a study leave with no expectation of ongoing course commitment is handled by a lecturer appointment).

CRITERIA	Meets Expectations for Appt/Reappt	Meets expectations for appt/re-appt in combination with other activity(ies)	Does not meet expectations for appt/re-appt
Teaching Responsibilities/Activities:			
Teaching – primary instructor, 3-credit SPPH course (addendum to appointment letter for paid status)	X		
Co-instructor of 3-credit SPPH course (addendum to appointment letter for paid status)	X		
Member for a SPPH MSc or PhD supervisory committee (requires approval of Program/School Director/FoM and Graduate and Postdoctoral Studies on a case-by-case basis)		X	
Supervisor for a MHA, MPH, MSc OEH practicum placement, capstone, graduating project/paper (requires approval of SPPH Program Director);		X	
Ongoing assistance in placement of SPPH students in practica, dissertation projects, research experiences, applied course assignments/capstone projects		X	
Development/instruction of professional development module(s) (in-person, virtual or hybrid) for SPPH community members		X	
Guest lecture(s) in SPPH courses			X
Ongoing assistance in recruiting students to SPPH programs			X

Research Activities*:			
PI or Co-PI on a research grant with account administered via SPPH (<i>eligibility to hold research grant is dependent upon funding agency</i>)	X*		
CI on a research grant with SPPH PI (<i>eligibility to be CI on research grant is dependent upon funding agency</i>)		X	
Community partner or collaborator on a research grant enabling the research enterprise (data access, participant recruitment); knowledge mobilization		X	
Service/Professional Academic Activities:			
Member of an admissions committee for an SPPH program		X	
Member of an SPPH faculty recruitment committee		X	
Member of an ad hoc SPPH advisory committee		X	
Member of an SPPH faculty mentorship committee		X	
Participation in SPPH full-faculty meetings (non-voting); minimum one meeting per term		X	
Participation in affiliated Division meetings; minimum of one meeting per term		X	

*Vote for an Adjunct Professor appointment must include a decision on whether the candidate can hold research funding as a PI at UBC via SPPH infrastructure and oversight.

Additional Guidelines:

1. It is best practice for an Adjunct Professor to meet with their affiliated Division Head a minimum of at least once mid-term of a 4-year appointment to discuss engagement on research, teaching and service activities;
2. Occasionally, the appointment or reappointment of an individual whose contributions are important to the School but do not meet the minimum criteria may be considered. Occasionally, the appointment or reappointment of a highly distinguished individual whose contributions are less tangible may also be considered. In such a case, a detailed description of contributions that qualify as exceptions to the criteria should be provided. The number of appointments made under these criteria ordinarily should not exceed 10 percent of Adjunct Professor appointments in the School. Such appointments are at the Director's discretion.
3. Adjunct Professor appointments are governed by the following UBC Policies: UBC Procedures and UBC Policies¹, noting in particular Policy AP4 on Faculty Term Appointments Without Review, Policy SC6 on Scholarly Integrity, Policy LR2 on Research, Policy LR11 on Inventions and Discovering, and Policy SC3 on Conflict of Interest and Conflict of Commitment.

¹ universitycounsel.ubc.ca/board-of-governors-policies-procedures-rules-and-guidelines/policies/