Policy for Adjunct Faculty and Associate Member

Policy:

An adjunct faculty or an associate member appointment may be granted to an individual who has practiced a profession with distinction, and who can offer special skills or expertise of value to the department. An associate member is already a UBC faculty member, whereas an adjunct faculty is not.

Such appointments are to be approved by the Recruiting Committee, or by an alternate unit designated by the Head, with a maximum duration of 3 years. These appointments are renewable.

An adjunct faculty or an associate member can teach or co-teach courses offered by the department, can serve in supervisory committees, and can be a co-supervisor at the MSc and PhD level. An adjunct faculty or an associate member cannot be the sole supervisor of a graduate student. Exceptions can be made only in special circumstances, in which case the supervisory relationship and the funding arrangement must be approved by the Graduate Affairs Committee.

Prepared by: Faculty Affairs Committee

Approved on: January 17, 2008 CS Department Meeting
APPENDIX

Nomination Procedures for
Adjunct Faculty and Associate Member

Procedures:

1. The Recruiting Committee, or the unit designated by the Head, first considers the case.

2. If the case is approved for departmental consideration, all documentation will be posted online on a secure site.

3. The case is presented to a department meeting.

4. A 2-week window is given to allow members of the department to submit their opinions (positive or negative).

5. The committee reconsiders the case and the submitted opinions to make a final recommendation to the Head.

6. If sole supervision of graduate students is requested, then the Graduate Affairs Committee considers the request on a case-by-case basis or it may grant blanket permission.