

Appointment Request

Adjunct Faculty, Research Associate, Visiting Scholar (Policy 197)

Faculty Associate (Policy 211)

Appointment	Submitted by:	Definition
Adjunct Faculty or Adjunct Professor*	Dean	non-remunerated academic appointment made to an individual who has special qualifications, expertise or potential to contribute to the academic mission of the university through research or teaching.
Research Associate	AVP, Research and Graduate Studies	a non-remunerated, fixed term appointment made to an external researcher who has the qualifications and expertise to contribute to the work of a university research centre, laboratory, institute, or community project.
Visiting Scholar*	Dean	normally an honorary, non-remunerated short-term appointment made to an individual of distinction or special accomplishment who can enhance the university's profile through presentations to the university or in the community, or guest teaching.
Faculty Associate	AVP, Research and Graduate Studies	non-remunerated, fixed term institute or centre membership offered to university faculty who have the qualifications and expertise to contribute to the work of a university research centre or institute and falls under the scope of Policy 211 Research Centres and Institutes.

Terms: These appointments are not permanent and are subject to a term of no longer than three years as determined at the discretion of the university.

Appointee Name:		Resides in Canada	☐ yes ☐ no
Date		UFV ID (or Birthdate for	
Dept/Centre/ Lab/Institute:			
Term Start Date:		Appointment	☒ Initial ☐ Renewal
Submitted by:			
A letter of invitation was sent	☐ yes ☐ no	if yes, by:	

Privileges: Adjunct Faculty, Research Associates, Visiting Scholars may include one or more: (select as appropriate:)

- | | |
|---|--|
| ☐ A UFV photo identity card | ☐ Email Account |
| ☐ Access to designated research facilities | ☐ Library privileges |
| ☐ Business cards | ☐ Right to claim association with UFV |
| ☐ Access to office space, if available | ☐ Right to use a UFV title |
| ☐ Internet access | ☐ Right to supervise students |

Terms/duties of appointment, select all that apply:

- ☐ Observation of institutional processes and practices (*Visiting Scholar suggestion*)
- ☐ Observation of teaching and learning techniques and classroom activities (*Visiting Scholar suggestion*)
 <insert any specifics>

- ☐ Collaborative curriculum development (*Visiting Scholar suggestion*)
- ☐ Collaborative research with UFV faculty members
- ☐ Supervision of student internships
- ☐ Establishing and maintaining an appropriate quantity and quality of research or scholarship
- ☐ Undertaking effective faculty or student mentorship
- ☐ Providing student supervision
- ☐ Giving presentations
- ☐ Engaging in thesis advising
- ☐ Offering assistance with grant applications
- ☐ Guest teaching
- ☐ other specific contributions

The Appointee is funded by (if applicable)

Anticipated Visit Dates, (applicable if residing outside of Canada and planning to visit Canada/UFV):

Submission instructions: Submit this form and the following documents to provost@ufv.ca:

- Current CV and Expression of Interest
- Recommendation from Dean or AVP, Research and Graduate Studies
- Request from Department/Principle Investigator/Head of Research Centre
- Any other documents

**Chandigarh Instructors – regular SAC package required in place of the recommendation package*

Note: Human Resources will be consulted if appointee resides outside of Canada to determine if any immigration information is required within the letter of appointment.

Additional Comments (optional):