

## RESEARCH AND GRADUATE STUDIES

### 1. Mechanism for Appointment of Adjunct Faculty

Adjunct appointments and reappointments will be recommended by a Department to the Dean of the relevant Faculty or School. Following approval by the Dean, the recommendation will then go in sequence to the Associate Vice-President, Research and Graduate Studies and the Provost and Vice-President Academic for approval.

2. \*Upon approval by the Provost and Vice-President Academic, the President will write a letter of appointment that identifies the term of the appointment (up to 5 years).
3. Adjunct appointments can be terminated at any time at the request of either party.

To ensure quality, as practice, the nomination application shall include:

1. A CV of the adjunct nominee. **\*Please ensure that a current mailing address for the nominee is included with the package.**
2. Completion of the attached nomination form that includes justification for recommendation by the department, and recommendation for duration of appointment (no more than 5 years) and justification.

Notes:

1. Annual activity reports of Adjunct Faculty shall be provided to the Chair and the AVP R&GS, to be included in the annual research report.
2. Renewal: The office of the AVP R&GS will submit a letter to the Dean and Chair indicating that the term of the Adjunct Faculty is coming to an end. If the department and faculty wish to renew the candidate they should submit the form that is included as the last page of this document.

The Office of the AVP Research maintains a database and file of Adjunct Faculty, and notifies the Chair of the relevant department of renewal dates.

*\*Note: Provost and VP Academic is delegated by the President to provide appointment letter.*

**NOMINATION FOR ADJUNCT FACULTY STATUS**

**From:** [name of Chair], Chair, [name of department]  
**To:** [name of Dean] of [name of faculty or school]  
W.F. Garrett-Petts, Associate Vice-President, Research and Graduate Studies

**RE:** Nomination for Adjunct Faculty Status for [name of nominee]

**Date:**

I wish to recommend \_\_\_\_\_ for Adjunct Professor status at Thompson Rivers University. I have attached the CV.

*Please indicate the benefits of the appointment to TRU and the anticipated collaborations that will result.*

*Please recommend the duration of status designation (no more than 5 years) and justification.*

\_\_\_\_\_  
[name of Chair], Chair, [name of department] \_\_\_\_\_  
date

\_\_\_\_\_  
[name of Dean] of [name of faculty or school] \_\_\_\_\_  
date

\_\_\_\_\_  
W.F. Garrett-Petts \_\_\_\_\_  
AVP, Research and Graduate Studies date

\_\_\_\_\_  
C. Bovis-Crossen \_\_\_\_\_  
Provost and Vice-President Academic date