

Application for Adjunct Professorship

We are obliged to follow the terms stipulated in the Collective Agreement between the University of Ottawa and the Association of Professors of the University of Ottawa as summarized below:

Adjunct Professorship:

17.5.2.1 A scholar, an artist or a professional may be appointed as an adjunct professor in a University of Ottawa academic unit for the purpose of performing a specific and valuable academic function - such as supervising internships, research or theses, or conducting seminars, workshops or special classes - which is not in the circumstances performed by members of the academic staff.

17.5.2.2 The term of appointment shall not exceed 36 months, but there shall be no limit on the number of reappointments.

Application Procedures:

Individuals interested in an adjunct professorship in the Department of Cellular and Molecular Medicine should:

- write to the Chair stating the reasons for seeking the appointment;
- obtain three brief letters of support from directors or colleagues where they hold their main appointment, supporting their appointment in this Department;
- provide a brief statement about their proposed involvement in departmental programs and activities (e.g. teaching, supervision of students, committee membership etc.) by filling out the [Projected Contribution form](#);
- submit an up-dated OCGS *curriculum vitae* prepared in the [OCGS format](#), describing education, academic and teaching experience, publications, honours, and sources and amounts of current research funding;
- complete and submit the [short form CV](#);
- those applicants who are considered by the Departmental Teaching Personnel Committee (DTPC) to be appropriate will be invited to present a seminar and to meet with members of the department.

Please Note: Applicants for adjunct appointment who also wish to supervise graduate students must submit a separate application for membership in the Faculty of Graduate and Postdoctoral Studies (FGPS) following appointment to the Department.

In assessing applications for adjunct professorship, Section 17.5 of the Collective Agreement will apply. The departmental DTPC and assembly will consider the involvement of these candidates in the following areas:

1. Evidence of academic excellence: for example, independent peer-reviewed research funding or equivalent.
2. A research focus that is directly linked to the interests of the Department.
3. Commitment of the candidate to become involved in departmental activities and programs - e.g. teaching, membership on departmental committees, research collaborations, attendance at departmental seminars, graduate student supervision.
4. Ability of candidate to offer sound training to graduate students in an area of research relevant to the Department. Only members of the FGPS may take students.

In order to maintain a continued link with students who are studying off-site, Adjunct Professors who wish to take graduate students may be asked to identify a core member of the Department, who is also a member of the FGPS, to act as a co-supervisor.

Conditions for Adjunct Professor Status:

1. Adjunct professors who have graduate students will be expected to make a defined contribution to academic services/programs in the Department, at least to their number of graduate students. The contribution per student could be as follows:
 - o teaching in undergraduate or graduate programs, as required;
 - o member of thesis advisory committees;
 - o examiner on Ph.D. comprehensive examinations;
 - o examiner on M.Sc. and Ph.D. thesis defences;
 - o participation in the departmental seminar program.
2. The performance of teaching and academic service to the Department will provide a basis for re-appointment after each three year term. The candidate must acknowledge his/her affiliation with the Department in scholarly publications and communications. Contributions to scholarly publications or other communications by students registered in the Department will be identified as coming from the Department of Cellular and Molecular Medicine.
3. Applications of all qualified applications for graduate studies will be made available to those Adjunct Professors who are members of the FGPS.
4. Adjunct staffs who are members of the FGPS will have equal access to information, and be eligible for membership on committees dealing with Graduate Studies and Research where appropriate.

Students in the graduate program supervised by Adjunct Professors are subject to the same conditions and benefits as other students in the program (e.g. admission procedures, supervisory committees, seminar attendance and other course requirements, etc).

Renewal of Appointments:

1. When an appointment is due for renewal, an adjunct professor should submit a written request to the Chair confirming that they would like to have the appointment renewed for another term, along with an up-dated *curriculum vitae* (in **OCGS format**) and a completed **Contribution form**. The DTPC will then assess the appointment, using the same criteria stipulated for initial appointments.