

## Appointment Request

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

Faculty Associate (Policy 211)

Appointment	Submitted by:	Definition
Adjunct Faculty*	Dean	a non-remunerated academic appointment (normally for 3 years) made to an individual who has special qualifications, expertise or potential to contribute to the academic mission of the university's teaching or research programs.
Research Associate	Graduate Studies	a non-remunerated, fixed term (normally for 1 or 2 semesters), appointment made to an individual who has the qualifications and expertise to contribute, as an external researcher, to the work of a university's research centres, laboratories or institutes.
Visiting Scholar*	Dean	is normally an honorary, non-remunerated short term appointment (normally for 1 or 2 semesters) 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, and/or guest teaching.
Faculty Associate	AVP, Research and Graduate Studies	Non-remunerated, fixed term memberships (normally for 2 years) are made to faculty who have the qualifications and expertise to contribute to the work of a university research centre or institute (Faculty Associates are employed by UFV).

<b>Appointee Name:</b>		<b>Resides in Canada</b>	yes	no
<b>Date</b>		<b>UFV ID (or Birthdate for Banner purposes only)</b>		
<b>Dept/Centre/ Lab/Institute:</b>				
<b>Term Start Date:</b>		<b>Appointment</b>	Initial	Renewal
<b>Submitted by:</b>				
<b>A letter of invitation was sent</b>	yes	no	<b>if yes, by:</b>	

### Privileges:

Adjunct Faculty, Research Associates, Visiting Scholars will be provided access to the library, internet, and email, the following may be provided...select as appropriate:

- A UFV photo identity card
- Access to appropriate research and computer labs
- Business cards
- If available, access to office space

**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
  - maintaining an acceptable level of research or scholarship
  - faculty and student mentorship
  - student supervision
  - presentations
  - thesis advising
  - assistance with grant applications
  - 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](mailto:provost@ufv.ca):

- Current CV
- 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.*