

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).

Appointee Name:		Resides in Canada	yes	no
Date		UFV ID (or Birthdate for Banner purposes only)		
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 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:

- 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.