

POLICY AND PROCEDURE FOR CROSS-APPOINTMENTS AND ADJUNCT 1 APPOINTMENTS

FINAL: June 4th 2018

Cross-Appointments are:

- Queen's faculty outside of the School who supervise or co-supervise graduate students, contribute to the School's research and/or teaching program or service activities
- appointed for 3 or 5 years

Adjunct Group 1 Appointments are:

- Faculty, research personnel or working professionals outside of Queen's who co-supervise graduate students and/or contribute to the School's research and/or teaching program
- retired Queen's faculty who are involved in teaching and/or student supervision
- appointed for 3 or 5 years

PROCESS:

1. To be considered for a cross-appointment or Adjunct 1 appointment, we require:
 - Letter of interest or nomination
 - CV
 - Support letter from applicant's Head of Department (cross-appointments only)
 - At least 1 letter of support from ENSC faculty
2. Recommendation by Appointments Committee
3. School approval

RENEWAL OF ADJUNCT 1 OR CROSS-APPOINTMENTS:

Once an Adjunct Group 1 or Cross-Appointment is close to expiring:

1. Appointees will be notified of the expiry of their appointment and asked if they wish to be considered for a renewal
2. If yes, they will be asked to send the Appointments Committee a CV and a brief summary of School engagements during their past appointment, as well as an overview of anticipated contributions to the School during the next appointment period.