



ADJUNCT FACULTY PROCEDURE & LETTER TEMPLATE			
Policy Type	Academic	Initially Approved:	November 16, 2020
Policy Sponsor	Vice President, Academic Affairs	Last Revised:	October 2024
Administrative Responsibility		Review Scheduled:	October 2029
Approver	Academic Council		

A. Purpose

This procedure specifies the appointment and reappointment process, and procedures for termination of Adjunct appointments. The purpose of this procedure is to ensure consistency in the appointment process of Adjunct faculty.

B. Appointment Procedure

- 1) Requests for an appointment are made by a current faculty member to the Chair/Associate Dean/Dean and must include a cover letter describing the individual’s area of research/expertise, the nature of the planned collaboration or contribution to the academic unit, a current CV, proof of academic credentials (official transcript) and a letter of support from the faculty sponsor.
- 2) Under the direction of Deans/Associate Deans the Faculty Council will implement an appropriate method of consultation to review and recommend Adjunct appointments.
- 3) Upon a positive recommendation, the Faculty Council will identify the appropriate term of appointment (at least one-year, no more than five years).
- 4) The Dean/Associate Dean will formally write to the Provost to seek final approval of the appointment. A copy of the individual’s CV will accompany the request for approval.
- 5) Upon approval, the Dean/Associate Dean will write a letter of appointment to the individual, using the template provided in this document.
- 6) The Deans’ Offices will be responsible for securing the signed-back letter of appointment and retaining the letter in a secure file.
- 7) The Faculty or School will identify all Adjunct faculty in the Academic Calendar, on the website and any other appropriate listings of faculty members.

C. Annual Review of Appointments

- 1) On an annual basis, the Dean/Associate Dean will compile a complete list of active Adjunct faculty appointments and:

- a. Request from adjuncts who are in the final year of their term a report summarizing their collaborations and contributions.
- b. Inform adjuncts in the final year of their appointment term about the reappointment procedure.
- c. Determine if an appointment should be terminated.

D. Reappointment Procedure

- 1) The procedure for re-appointment will follow the appointment procedure, with the addition of a summary of the collaboration/contributions carried out in the previous term of appointment. 2) Reappointment is neither promised nor guaranteed.
- 3) If the appointment is not renewed, the Dean/Associate Dean will write a letter thanking the adjunct for contributions and indicating the appointment will not be renewed. This letter is to be copied to the Provost.

Associated Policies and Procedures: Adjunct
Faculty Policy



Date

Name

Title

Address

Dear [],

Under authority of Ambrose University, I am pleased to offer you an Adjunct appointment in the Faculty/School of []. Ambrose offers Adjunct appointments to distinguished individuals who have special expertise needed to complement our academic programs and scholarship.

Your appointment is for a term of [] year(s), beginning [] and ending []. This appointment carries with it no commitment to continuation of appointment beyond []; however, renewal may be granted at the Provost's discretion. The university may terminate this appointment at any time by providing you with two weeks' notice, without any further obligation or compensation.

In the final year of your appointment, please submit to the Dean a report summarizing your collaborations and contributions by April 30. In return, the university will provide access to the expertise of individual faculty members and specialized resources within the university.

As an Adjunct Faculty member your responsibilities are listed in the attached policy and procedure documents. Your engagement with Ambrose may take on a variety of academic and scholarly initiatives with the approval of the Dean. We expect that you will govern yourself in accordance with all applicable faculty and University policies. By signing this agreement, you affirm that you understand that Ambrose is a Christian university, and that you will work in good faith within the sphere of your expertise and contractual obligations to support the mission of Ambrose.

While you hold this appointment, the university will provide you with [access to IT and library resources, departmental e-mail address, business cards, online learning platforms, digital teaching resources, other].

This appointment is without remuneration.

Please sign and return a copy of this letter as evidence of your acceptance of our Offer by [return date]. Otherwise, this offer will be withdrawn on that date.

I welcome you to Ambrose University and am confident your association with us will be fruitful and productive.

Yours sincerely,

[Name]

Provost & Sr. Vice President, Academic

Acceptance of Appointment

I accept the appointment under the terms set out above and agree to abide by Ambrose Academic policies and Information Technology policies. Delivery of a signed copy of this Offer by e-mail to [] or by another form of electronic transmission is good and sufficient delivery.

Signature

Name

Date

cc: Dean, Faculty/School