Adjunct Professor (Nil Salaried Academic) Appointment Guidelines

**Purpose**
Requests for an Adjunct Professor appointment in the Department of Physiology & Pathophysiology are normally made to take on the role of an Advisor or co-Advisor for a graduate student seeking to enter our M.Sc. or Ph.D. programs. The term for this position is normally three years and is renewable. Note, final processing of a ‘request’ will not proceed until the student is accepted by the Faculty of Graduate Studies.

**Advisor**
The Department offers laboratory/thesis-based biomedical research training. Thus, to take on the role of Advisor, a researcher with a primary appointment inside or outside our Department will commit to meet or exceed the requirements of our graduate program as defined in our Supplemental Regulations[1]. An Advisor will normally be required to have the necessary on-site (University of Manitoba or affiliated Institution in Manitoba) space, equipment, funding and/or means to secure and take responsibility for research-related compliance approvals (e.g., biosafety, animal/human ethics or other). The Advisor is also required to make a salary-support commitment to the graduate student, regardless of whether the student has independent funding as described in our Department’s Supplemental Regulations.

**Co-Advisor**
Provides an alternative option when two Advisors (co-Advisors) would better meet the needs of a student’s academic program. More specifically, the desired outcome is that the (two) co-Advisor’s disciplines, expertise, resources (salary and/or research-related) and/or level of experience complement each other in terms of improving the student’s research and/or training experience. Note, a co-Advisor has responsibilities beyond that of a research collaborator.

**Internal versus External**
‘Internal’ Adjunct Professors and ‘external’ Adjunct Professors from an Institution affiliated with the University of Manitoba may serve as Advisor or co-Advisor. However, the role of an ‘external’ Adjunct Professor from an Institution not affiliated with the University of Manitoba will normally be limited to that of co-Advisor. Requirements to allow laboratory-based research at the University of Manitoba or an affiliated Institution would normally be met through their identification by, or of, a co-Advisor.

An ‘external’ Adjunct Professor request for the role of Advisor may be supported, however, when an ‘Advisor’ with a student in our program resigns their position at the University of Manitoba and moves to another institution. An ‘external’ Adjunct Professor would be requested if they have the necessary resources (i.e., laboratory, equipment, funding, approvals) and willingness to continue support and supervision of the student in our program, and the student relocates with the Advisor.

**Application process**
Inquiries regarding an Adjunct Professor appointment in the Department of Physiology & Pathophysiology, whether ‘internal’ or ‘external’, should be directed first to the Head of Department.

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1 Supplemental Regulations at - [http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html](http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html).
A brief interview, preferably in person, will normally be scheduled and the applicant will be asked to submit a *curriculum vitae* and review the Department’s Supplementary Guidelines in advance. At the interview, the applicant will discuss their reason for requesting an appointment and suitability for the role.

The Head will outline the relevant program requirements and expectations associated with an Adjunct Professor appointment. The Head will also suggest the Division within the Department that the student and applicant would be aligned, based on the anticipated research area of the student’s project and/or the applicant’s area of research interest. If there is continued interest by the applicant, the Head will outline the Departmental requirements and process to initiate a request to offer a nil salaried academic appointment.

In brief, the ‘application’ will include:

1. Evidence of a student seeking or approved to enter the M.Sc. or Ph.D. graduate program under their supervision.
2. Brief letter/e-mail requesting the Adjunct Professor position, the reason for the request, addressing their suitability\(^2\), and indicating that they understand the expectations and responsibilities associated with the position.
3. Current *curriculum vitae*
4. Letter from the Head of Department (or unit) where their primary appointment/position is held, indicating their support for the Adjunct Professor appointment.

The ‘application’ will normally be reviewed by at least two members of the Graduate Program Committee (normally the Chair and representative from the relevant Division), and a recommendation made to the Head of Department. This may be rejection, a request for additional information or approval to proceed with the request.

If a recommendation to proceed is given the Head will inform the relevant Division Head (or designate), and invite the applicant to communicate with the Division Head (or designate), for the Head to obtain their assessment but also facilitate interaction; this may be helpful in the identification of student advisory committee members particularly for new faculty members or those not located on the Bannatyne Campus.

If/when the recommendation to proceed is made, the Department Head initiates the “Request to Offer Nil Salaried Academic Appointment” form and submits a hard copy to the Dean for approval, but only if the student has been accepted by the Faculty of Graduate Studies.

**Renewal**

A ‘renewal’ will be explored by the Department Office in the event that a student has not completed the requirements for their degree, and is not likely to do so before the three-year term as an Adjunct Professor comes to an end.

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\(^2\) Brief description of the student project, feasibility and evidence of adequate research environment; appropriate research and stipend funding; indication of any supervisory experience and ongoing research program.