



Guidelines for a Nil-Salaried Adjunct Appointment

At the graduate level, important areas of research and teaching often transcend the boundaries of a single department/unit and it is therefore in the best interests of the University to provide an opportunity for scholars and researchers to participate in the graduate work of more than one department/unit. To facilitate this work, the University of Manitoba created the category of Adjunct Professor.

CRITERIA FOR APPOINTMENT

- √ A doctoral degree preferred
- √ Served on a thesis/practicum committee for graduate students and/or
- √ Teaching experience and/or
- √ Areas of research foci and strength of research program

PROCEDURE

1. Email your curriculum vitae, your proposed activities and/or contributions in the College of Nursing, and provide a reference/colleague (name only) from the College of Nursing to the Executive Assistant to the Dean. Requests will be reviewed by the academic leadership team.
2. Once approved, a request to offer a nil salaried academic appointment form is prepared, signed by the Dean and sent to the Vice-President (Academic) & Provost for approval.
3. After approval is received, a Letter of Offer, in duplicate, is sent to the applicant for signature along with a Personal Information form (PIF). One copy of the letter including the PIF is returned to the Executive Assistant to the Dean.
4. Once the signed Letter of Offer is returned and received, the Nil Salaried Academic Appointment and Personal Information forms are forwarded to Human Resources for processing.
5. Nil salaried members are required to submit an annual report of their activities in relation to the College of Nursing over the previous year.
6. Appointments will normally be for three years.

Possible Role and Contributions	Benefits
Participate on graduate students thesis committees	Connection with faculty
Collaborate on research with faculty members	Multi-sectoral collaboration
Guest lecturing in the graduate or undergraduate program	Access to the library system
Serve on special projects, College of Nursing or Graduate Student Committees	Can purchase a membership in Athletic Facilities

HOW TO ACCESS RESOURCES:

Employee Number	<ul style="list-style-type: none">If you are a new appointment to the University, an employee number will be assigned as soon as your signed letter of offer has been processed by Human Resources. This normally takes up to a maximum of two weeks. Please contact the Executive Assistant to the Dean for your employee number.
Photo ID	<ul style="list-style-type: none">Once your employee number is available, you can obtain a University of Manitoba photo id. This is available from the ID Centre (Room 400 University Centre). Please bring photo identification with you.
Library Access	<ul style="list-style-type: none">Please refer to the following link for instructions at: http://umanitoba.ca/libraries/

Approved by Executive: December 7, 2017

Approved by Council: December 20, 2017