

Biannual Schedule for Adjunct Professor Appointments/Renewals

New Adjunct Appointments and renewals are processed twice per year as per the following schedule. Please refer to the FHS Adjunct Policy for further information on procedures and required documents.

New Adjunct Appointments and Appointment Renewals are processed twice per year: Summer intake: July 1st and Winter intake: January 1st

All New Adjunct Appointment *and* Renewal packages are submitted to the Dean (fhs_dean@sfu.ca) and copied to the Confidential Secretary (fhssecy@sfu.ca). (The Confidential Secretary collects all agenda items and materials for the Faculty Executive Council meeting).

Below is a table of deadlines in order to obtain approval from the Faculty Executive Council (FEC). The FEC approves Adjunct Professor renewals and vetts all new Adjunct Professor nominations before going to Faculty Council for discussion and ratification.

Biannual Schedule for Adjunct Professor Appointments/Renewals	Summer Intake (appointments beginning July 1st)	Winter Intake (appointments beginning January 1st)
<i>New Adjunct Professor nomination packages</i> submission deadline to Faculty Executive Council is one week prior to the FEC meeting (*date when agenda items are due)	*last Thursday of March	*last Thursday of September
All nominations must be submitted to both the Dean <u>and</u> Confidential Secretary (copied)		
<i>Adjunct Professor renewal packages</i> submission deadline to Faculty Executive Council is one week prior to the FEC meeting (*date when agenda items are due)	*last Thursday of March	*last Thursday of September
Important: All renewal documents must be submitted to both the Dean <u>and</u> Confidential Secretary (copied) in order to be included in the meeting agenda		