Biannual Schedule for Adjunct Professor Appointments/Renewals

New Adjunct appointments and Adjunct renewals are processed twice per year: <u>Summer intake</u>: July 1st and <u>Winter intake</u>: January 1st

<u>Important</u>: 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). Please refer to the FHS Adjunct Policy for further information on procedures including required documents.

Below is a table of deadlines in order to obtain approval and ratification. The FEC reviews and approves all new adjunct appointment nominations before going to Faculty Council for discussion and ratification. ALL renewals are approved by the Faculty Executive Council.

Biannual Schedule for NEW Adjunct Professor appointment nominations and Adjunct appointment renewals	*New Adjunct Professor nomination packages & renewals'* submission deadline to the Faculty Executive Council is one week prior to the FEC meeting (*date when agenda items are due)	FEC meetings are on the first Thursday of each month (between Sept-June). The FEC does not meet in July or August	FC meetings are held on the third Thursday of each month (between Sept-June). The FC does not meet in July or August. (The annual FHS Town Hall is usually held during the September FC time slot)
Summer Intake - appointments begin on July 1st	*due by the last Friday of April	- New adjunct nominations are reviewed in the May FEC and approved to move forward to the FC - Adjunct renewals are approved in the May FEC	New adjunct nominations are reviewed in the May FC and approved by voting members via an online ratification ballot
Winter Intake - appointments begin on January 1st	*due by the last Friday of September	- New adjunct nominations are reviewed in the October FEC and approved to move forward to the FC - Adjunct renewals are approved in the October FEC	New adjunct nominations are reviewed in the October FC and approved by voting members via an online ratification ballot