

## 8.10B Adjunct Appointments Committee Terms of Reference

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### Rationale and Scope

In accordance with the University's policy for honorary appointments, the Committee shall approve/not approve nominations for the following:

- appointment and/or reappointment of Adjunct Professors including recommendation at alternative level if nominated level not appropriate
- appointment and/or reappointment of Adjunct Associate Professors including recommendation at alternative level if nominated level not appropriate

**Chaired by:** Deputy Vice-Chancellor (Academic) or nominee

**Membership:** Deputy Vice-Chancellor (Academic) or nominee  
Chair or Deputy Chair of the Academic Board

Pro Vice-Chancellor and Dean - Faculty of Arts and Sciences

Pro Vice-Chancellor and Dean - Faculty of The Professions

A Professor or Associate Professor elected by and from the Academic Board

A Professor or Associate Professor nominated by the Pro Vice-Chancellor and Dean of the Faculty of Arts and Sciences

A Professor or Associate Professor nominated by the Pro Vice-Chancellor and Dean of the Faculty of The Professions

Deputy Vice-Chancellor (Research) or nominee, where the Committee is to consider nominations received from research Centres outside the Faculties.

**In attendance:** Secretary to the Committee

**Gender Representation:**

The Chair of the Committee will ensure that there is an appropriate gender balance and will have the delegation to co-opt additional members to effect this.

**Quorum:**

A quorum shall be four members consisting: the Chair or nominated representative; a representative of each of the Faculties; and a representative Academic Board.

**Term of Office:**

Elected and nominated members will hold office for a two-year period. In the event that an elected member vacates office prior to the conclusion of their term, then an election will be conducted by the Academic Board for a replacement to serve the remainder of the term. In the event that a nominated member vacates office prior to the conclusion of their term, then a replacement will be nominated by the Pro Vice-Chancellor and Dean of the Faculty.

**Meetings:**

The Committee will normally meet quarterly. In the event that a formal meeting of the Committee cannot be convened, as a consequence of unavailability of members and/or urgency of a matter for resolution, then, where appropriate and with approval of the Chair of the Committee, resolution will be sought by “flying minute”.

**Support:**

Human Resource Services will provide support.