



## Procedures for Appointment of a New Adjunct Professor

School of Pharmaceutical Sciences, Faculty of Medicine, University of Ottawa

Revised January 2022

Thank you for your interest in the School of Pharmaceutical Sciences! Following are the steps to be taken for an appointment as an adjunct professor in the School of Pharmaceutical Sciences:

- I. Write a cover letter to the attention of the Director of the School of Pharmaceutical Sciences, Dr. Daniel Figeys. You will need to state your reasons for applying for an adjunct faculty appointment and graduate supervision rights.
- II. Attach a copy of a current curriculum vitae describing training, related experience, publications, honours, sources and amounts of current research funding. Also complete the [Short CV form](#). Ensure that your CV contains all the information as per the [OCGS format](#).
- III. Provide three letters of reference, one from the director or supervisor of your primary position and the other two from colleagues where you hold your primary position and/or from a member of the school. The letters should be written in the [Letter of Recommendation template](#) and sent confidentially to [espharma@uottawa.ca](mailto:espharma@uottawa.ca).
- IV. Provide a brief proposal for participation in School programs and activities (e.g., teaching, student supervision, committee membership) by completing the [Expected Contribution Form](#).

Email all required documents to [espharma@uottawa.ca](mailto:espharma@uottawa.ca). Your application will be reviewed at the next meeting of the Adjunct Faculty Appointment Subcommittee.

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