



FACULTY PROFESSOR APPOINTMENTS - PROCESS -

Faculty Professor appointments were implemented to provide a means whereby important and productive current research and scholarship need not be prematurely terminated by virtue of early retirements. These appointments are not available to all retiree positions and are not applied for by the candidate, but are proposed to the Vice-President (Research) using the following process:

1. The Dean sends a letter of recommendation for the appointment of a retiring employee as Faculty Professor to the Vice-President (Research) – sent via Human Resources, Admin Bldg, Rm 202. Please include a statement of how this appointment will fit in with the Faculty's three-year plan, and any supporting information such as research grant data.
 - a letter of offer does **NOT** go to the employee at this time
2. A copy of the employee's CV is not necessary to include when appointing/reappointing Faculty Professorships.
3. Once the Vice-President (Research) has assessed the request and made a recommendation to the Provost and Vice-President (Academic), the Dean's Office will be notified by Human Resources. If the recommendation is favorable, the Dean's Office will write a letter to indicate that if the individual concurs with the terms of the Faculty Professor appointment a recommendation will be sent to the Provost and Vice-President (Academic). Following receipt of signed acceptance, a copy will be forward by the Dean's Office to Human Resources along with a completed AE1 form.
4. Human Resources will then proceed with the official letter of offer from the Provost and Vice-President (Academic).

Note:

Faculty Professor appointments are not handled as regular appointments and are **NOT APPLIED FOR by the candidate/staff member.**