
INFORMATION FOR PART TIME/ADJUNCT FACULTY

In the Faculty of Health Sciences, faculty members appointed in the part time category are expected to contribute 100 hours to educational activities each year. Appointments are generally made for three years. Possible ranks in this category include:

Professor (Part Time)	Clinical Professor
Associate Professor (Part Time)	Associate Clinical Professor
Assistant Professor (Part Time)	Assistant Clinical Professor
Lecturer (Part Time)	Clinical Lecturer

Recently, two “Adjunct” ranks have been approved for use within the Part Time category.

Within the School of Medicine this is the Assistant Clinical Professor (Adjunct) and appointees are expected to contribute approximately 150 hours of educational activities over the course of a three year appointment. Within the School of Nursing this is the Part-Time Lecturer (Adjunct) and appointees are expected to contribute 50 hrs of educational activities yearly.

MCMASTER EMPLOYEE ID NUMBER

Part time faculty members within the Faculty of Health Sciences are not issued a McMaster ID number (employee number) upon appointment as, per the letter of appointment, these appointments are considered unpaid. As a result, for any of the application forms below that require a McMaster ID number, you will need to provide a copy of your appointment letter.

MAC ID

MAC ID is a unique, common identifier enabling single sign-on for a number of systems and applications including LibAccess , WebCT and MacConnect. For more information, please visit:
www.mcmaster.ca/uts/macid/employeeservices.htm

Application for MAC ID: www.csu.mcmaster.ca/assets/forms/emailapp.pdf

Note: The completed form must be submitted to: Computer Services Unit, HSC-2D1

MCMASTER UNIVERSITY EMAIL ACCOUNT

The application form for a McMaster University email address can be found here:
www.csu.mcmaster.ca/assets/forms/emailapp.pdf

MCMASTER UNIVERSITY LIBRARIES

Library locations and hours: <http://library.mcmaster.ca/hours-info>

The online collections of the McMaster library system can be accessed through your **MAC ID**. Detailed instructions can be found here: <http://library.mcmaster.ca/libaccess>

For on-site borrowing privileges, you will require a *Working at McMaster Photo-ID* which can be activated for library use by the Circulation Desk at the Health Sciences Library. (see below)

PHOTO ID CARDS

In the past, part time faculty members were provided with a non-photo ID card listing their name and appointment dates. These non-photo ID cards are no longer being issued.

Photo-ID cards (*Working at McMaster ID cards*) can be obtained from UTS. In order for this ID to be issued, the faculty member must bring a copy of the appointment letter as well as valid government issued photo ID.

Details regarding the hours for this service can be found here:

www.mcmaster.ca/uts/security/photoid/photoidsfags.html

POLICY ON TUITION BURSARIES FOR DEPENDENTS

Clinical Faculty who have held an appointment for at least 3 consecutive years and who have confirmed educational contributions of 270 hrs or more per year are eligible for the bursary for dependants. Further details on the policy can be found here: www.workingatmcmaster.ca/benefits/tuition-assistance/

Application forms must be returned to FHS Human Resources (HSC-2J1A) for confirmation by the Dean prior to the academic session for which a bursary is requested.

ADDITIONAL RESOURCES

Faculty of Health Sciences Website: www.fhs.mcmaster.ca

FHS Faculty Relations: <http://fhs.mcmaster.ca/facultyrelations/>

STAR-CV Database: <http://www.csu.mcmaster.ca/STAR-CV.htm>

Program for Faculty Development - The program runs a variety of workshops of interest to part time faculty. www.fhs.mcmaster.ca/facdev/

Bookstore locations and hours: <http://titles.mcmaster.ca>

Campus Map: <http://www.mcmaster.ca/welcome/med/campusmap.pdf>

University Club Membership: (available for a yearly fee) www.mcmaster.ca/univclub/Membership.htm

Athletics & Recreation Membership: (available for a yearly fee) www.athrec.mcmaster.ca