
Procedure: Adjunct Faculty Appointment and Work Assignment

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Section: Personnel

Area: Faculty

Subject: Adjunct Faculty

PURPOSE

The purpose of this procedure is to describe the process for appointing adjunct faculty members and making work assignments for adjunct faculty members.

SCOPE

This procedure applies to new adjunct faculty appointments, re-appointments, and work assignments.

GUIDELINES

The employment of adjunct faculty members is an important strategy for achieving the educational mission of the university, college, and department. Adjunct faculty members contribute to the mission by providing instruction in specialty areas; enable permanent, full-time faculty to engage in scholarly activity, practice clinically, and devote effort to critically important service activities; and provide the department flexibility in meeting students' instructional needs. Some adjunct faculty members may also contribute through clinical practice, scholarly activity, or service activity.

Adjunct Faculty Rank and Title – Adjunct faculty members may be appointed to the same ranks as regular faculty with the title prefix of “Adjunct:” Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. Adjunct faculty members may also be appointed as clinical or research faculty, in which cases, the individual’s rank is preceded by “Adjunct Clinical . . .” or “Adjunct Research. . .”

The determination of rank is based on the College of Health Professions’ standards for faculty rank. Appointment above the rank of Adjunct Assistant Professor must be approved by the college’s Promotion and Tenure Committee, the chancellor, the president, and the Board of Trustees.

Use of Adjunct Faculty Title – Adjunct faculty members may use their University of Arkansas for Medical Sciences titles as a form of identification in their professional or academic endeavors, and they are encouraged to do so in presentations, publications, and other scholarly activities. When used in documents or correspondence, these titles must be written in full. Adjunct faculty members may not use their faculty titles to purport to represent the university, college, or department, or to seek or solicit clients, business relationships, or other economic arrangements, or to advocate or endorse causes that are not part of their university-related work assignments.

Adjunct Faculty Qualifications – Typically, an adjunct faculty member should hold an appropriate terminal degree corresponding to the work assignment. In some cases in which the individual has extraordinary or unique expertise, qualifications, or credentials in the intended field, the requirement for a terminal degree may be waived by the dean.

Scope and Duration of Appointment – Adjunct faculty members may be appointed to engage in instruction, scholarly activity, clinical practice, or service activities. By definition, an adjunct faculty member's appointment is less than a full-time appointment. Faculty appointments are made for a fiscal year (July 1 through June 30), even when the work assignment is for less than a full year. Faculty appointments made after July 1 extend through the end of the fiscal year on June 30. On the recommendation of the department chair, adjunct faculty members may be re-appointed annually by the dean.

Appointments of adjunct faculty members must be made before the beginning of the semester or before any non-teaching assignment begins. In emergency circumstances, this requirement may be waived by the dean.

Work Assignment – Adjunct faculty work assignments are determined by the department chair with the approval of the dean. Work assignments may be made for a single semester or more. Work assignments are documented with an Adjunct Faculty Work Assignment Contract written by the dean and signed by the adjunct faculty member.

Appointment vs Work Assignment – Employing an adjunct faculty member actually consists of two different processes: (1) appointment and (2) work assignment. These processes can be confused because they often occur at the same time. Indeed, the faculty appointment request form (noted above) requests information required for both processes. What is the difference?

The appointment process is simply granting the adjunct faculty member "membership" on the college's faculty. It involves reviewing the individual's qualifications to be a faculty member and determining the appropriate rank, i.e., instructor, assistant professor, etc. Individuals appointed at the rank of instructor or assistant professor can be appointed by the dean with no additional approvals. According to the college's promotion and tenure guidelines, appointments at the rank of associate professor or professor must be approved by the Promotion and Tenure Committee, the dean, chancellor, and University of Arkansas president.

Making a work assignment is the process of "contracting" with the individual for services to be provided as a faculty member. The work assignment delineates the individual's responsibilities as a faculty member and the compensation for fulfilling the responsibilities. A work assignment may be made for an entire fiscal year or on a semester by semester basis.

In many cases an adjunct faculty member's faculty appointment may span the entire fiscal year – from July to June. That same individual may provide services for only a semester or two during that fiscal year. Each time the work assignment is changed, a new faculty appointment request form should be completed and submitted.

Responsibilities of Adjunct Faculty Members – Adjunct faculty members are responsible for carrying out the work assigned by the department chair in the Adjunct Faculty Work Assignment Contract. They must also adhere to department, college, and university policies, as well as applicable laws and regulations.

Training, Supervision, and Evaluation of Adjunct Faculty – Adjunct faculty members should be supervised by the department chair or the chair's designee, e.g., course director, who is responsible for providing appropriate orientation and training pertinent to the faculty member's roles and responsibilities. In particular, adjunct faculty members should be trained on topics relevant to their work assignment. For example, those with teaching responsibilities should receive training on students' privacy rights (FERPA), department policies relating to students, etc.

In addition, the department chair is responsible for evaluating the adjunct faculty member's performance at the end of the work assignment. The evaluation should be in writing, and a copy should be placed in the faculty member's personnel file retained in the department office.

Limitations – A member of the full-time faculty in other UAMS academic units may be granted an appointment as adjunct faculty member if the individual's supervisor approves the appointment. Appointments of full-time faculty members must adhere to established university policies on additional compensation or overload assignments. Compensation arrangements other than direct payment to the individual may be negotiated with the individual's home department, e.g., contract with the home department, adjustment in the individual's "percent-effort," etc. (Note: See "Secondary Appointments")

An individual with full-time non-faculty employment ("staff") may be appointed as an adjunct faculty member with the approval of his/her supervisor. Typically, full-time non-faculty employees should not fulfill adjunct work assignments during regular working hours.

Authority to Appoint Adjunct Faculty Members – With the approval of the provost, the dean makes all adjunct faculty appointments. New adjunct faculty members are notified of their appointment by letter from the dean. Faculty members, regular and adjunct, are notified of their annual re-appointment by letter from the dean before June 30.

Promotion and Tenure – As part-time faculty, adjunct faculty members are not eligible for tenure, but may apply for promotion following procedures in the college's promotion and tenure guidelines.

PROCEDURES

1. **Pre-appointment Consultation** – Before submitting a request to appoint an adjunct faculty member, a department chair should first consult with the dean and associate dean for administrative affairs about the need for the position, general responsibilities, funding, etc. Consultation before submitting a request will expedite the review and approval process.
2. **Submission of the Request** – The department chair completes and submits the College of Health Profession's approved form for the request. The form is available on college's website or from the Office of the Dean. Critical aspects of the request are: (a) congruence between the position and the missions of the university, college, and department, (b) demonstrated need, and (c) funding.
3. **Review and Approval** – The dean reviews the request and approves or denies it. If the request is approved, the dean may require specific conditions to be addressed. If the request is denied, the dean will provide reasons for the denial and/or guidelines for re-submitting the request. The dean informs the department chair about the decision.
4. **Work Assignment** – The department chair provides information to the dean about the adjunct faculty member's work assignment, e.g., numbers and names of courses to be taught, dates, etc. The dean creates an Adjunct Faculty Work Assignment Contract to be signed by the adjunct faculty member. Typically, the contract is established for a semester or shorter period of time. Contracts may be created for a period of time longer than a semester, but may not extend beyond the end of the fiscal year. Information for work assignment contracts must be submitted to the dean at least one month before the work assignment is to commence, to allow time for obtaining the adjunct faculty member's signature, processing the assignment, etc.
4. **Faculty Appointment** – If the request for an adjunct faculty appointment is approved, the dean will: (a) obtain the provost's approval of the appointment and (b) notify the adjunct faculty member of the appointment.

DEFINITIONS – For the purposes of this procedure, the following definitions apply:

Faculty – Faculty are employees who hold academic rank of lecturer, master lecturer, assistant instructor, instructor, assistant professor, associate professor, professor, distinguished professor, University professor, or one of the above titles modified by clinical, research, adjunct, visiting, executive in residence, or emeritus, e.g., clinical professor, adjunct assistant professor. (University of Arkansas Board

of Trustees Policy 405.1). In the College of Health Professions, ranks of instructor, assistant professor, associate professor, and professor are recognized.

Adjunct Faculty – Adjunct faculty are individuals who are appointed on a part-time basis to provide instruction, engage in scholarly activity, practice clinically, or participate in service activities. Adjunct faculty members serve at the discretion of the dean. Adjunct faculty members may be appointed with or without financial compensation.

Clinical Faculty – Clinical faculty are faculty members whose primary responsibilities focus on clinical practice. These faculty members participate in education-related activities to a minor extent, e.g., supervising learners in clinical settings, providing guest lectures occasionally, etc. Funding for clinical faculty members is derived primarily from clinical revenue.

Research Faculty – Research faculty are faculty members whose primary responsibilities focus on research and other scholarly activities. Research faculty members are expected to generate substantial portions of their compensation from extramural grants and/or contracts.

Appointment – A faculty appointment is made by the dean and is a formal recognition that the individual meets requirements to be a member of the faculty, whether regular or adjunct. In accord with University of Arkansas Board of Trustees Policy 405.1, faculty appointments are made for a fiscal year (July 1 through June 30) or the remainder of the fiscal year. In rare instances, faculty appointment may be made for less than a fiscal year, e.g., visiting professor.

Work Assignment – The work assignment details responsibilities for which a faculty member is to be employed. In the case of an adjunct faculty member, the work assignment usually consists of the courses to be taught, clinical supervision to be provided, etc. Information about the adjunct faculty member's work assignment is provided to the dean by the department chair.

APPROVAL

This procedure was approved by Dean Douglas L. Murphy on June 12, 2014. It was updated on May 17, 2016.

ACKNOWLEDGEMENTS

Portions of this policy statement were adapted from: Temple University Board of Trustees (2010). *Policies and procedure manual*, Policy Number 02.71.11. Available at <http://policies.temple.edu/>.