

College of Health Sciences Appointment Cheat Sheet

Overview

All faculty must be put into a faculty position to maintain a record in the faculty database. This helps to ensure all appointed faculty are qualified to teach their assigned course(s). A faculty appointment also allows for the instructor of record to be evaluated by University Teacher Course Evaluations. Faculty appointments are commonly shared on a college website so others can see who is contributing to a program.

Adjunct Appointment

Adjunct Title Series faculty are individuals employed by a non-University agency or by the University with primary appointments in non-faculty positions, who contribute significantly to the instructional or research missions of the University. The phrase “Adjunct Series” is used in parentheses to modify an academic rank and title, e.g., Associate Professor (Adjunct Series) or Associate Professor of Medicine (Adjunct Series). Adjunct appointments may be for one year or two years, renewable upon mutual agreement of the appointee and the department.

This is a more ‘prestigious’ position than a part-time instructor appointment.

To appoint in this title series, you need the following documents:

- Appointment Form (E02)
- Teaching Credential Certification (TCC) form
- Vitae
- Offer letter/ or teaching assignment as noted on the E02
- Copy of official transcript
- Approved job description in the Adjunct Title Series

**This may be a paid or unpaid position. If there is a service that is agreed upon by the department and the appointed faculty, such as teaching a course, payment can be negotiated between the two parties.*

Part-Time Appointment

Part-time faculty employees have an official faculty appointment, *receive a salary*, and participate substantially, but less than full-time, in the program of an educational unit. The dean makes the final decision on appointments of part-time faculty employees at any rank. The appointment shall be for one year or other stated period not to exceed one year, subject to renewal. Appointees are not eligible for tenure, sabbatical leave, or membership in the University Senate. Appointees are not eligible for University contributions toward employee benefits, but may participate at their own expense in certain University benefit programs. Faculty membership, with or without voting privileges, may be extended to part-time faculty employees by the faculty of educational units to which they are academically appointed.

Part-time faculty should be appointed on a fiscal year basis (July 1 through June 30) when it is expected that the individual will teach in some term of the upcoming academic year.

To appoint in this title series, you need the following documents:

- Appointment Form (E02)
- Teaching Credential Certification (TCC) form
- Vitae
- Offer letter/ or teaching assignment as noted on the E02
- Copy of official transcript

**This is a paid position. Faculty appointments are based on the fiscal year therefore, an appointee may have semesters when he/she is not paid.*

Joint Appointment

To appoint a faculty member in a joint appointment the faculty should have an academic appointment in another program, department or college at the university.

The constituent appointments relating to a joint appointment may be processed simultaneously or at different times; however, each appointment shall be processed independently and shall be considered on its own merits. An individual's academic rank, though usually the same, may differ in the constituent appointments (see GR Part X, section B.1 (a) (ii)).

A faculty person's first obligation is to the educational unit in which the individual has primary appointment. Therefore, it is proper and necessary for the faculty person to discuss the matter of secondary appointment with the unit administrator (chair or director) of the individual's home unit. Of particular relevance to that discussion is the faculty person's assessment of his or her range of responsibilities in the secondary unit (e.g., teaching a course, serving on theses and dissertation committees, etc.) and the likely time commitment associated with those duties. A secondary appointment shall require the administrative consent of the unit administrator and dean associated with the faculty person's primary appointment.

Secondary appointments at the rank of Associate Professor or Professor may be continuous, but should be informally evaluated at least once every five (5) years to assess the ongoing viability of the secondary appointment for the faculty member and the secondary appointment unit. Periodic evaluation will also ensure that consideration for promotion from Associate Professor to Professor occurs at the appropriate time.

To appoint in this title series you need the following documents:

- Appointment form (E02) signed by both deans
- Vitae
- Copy of letter of recommendation to the dean from the secondary appointment chair
 - Please note the chair's letter must indicate the majority opinion of the consulted unit faculty on the matter of the secondary appointment

**This may be a paid or unpaid position. If there is a service that is agreed upon by the department and the appointed faculty, such as teaching a course, payment can be negotiated between the two parties.*