

College of Nursing and Health Sciences
Department of Nursing

Adjunct Faculty Guidelines

Background

Many professionals employed in health care and other educational settings participate in the teaching-learning activities of the Department of Nursing. Adjunct faculty status formally honors these persons and their contributions. These professionals will be individually and judiciously reviewed for recommendation by the Department Personnel Committee (DPC) to the Department Chair and Dean.

Benefits

In lieu of monetary compensation, individuals in this honorary faculty status receive the following benefits:

1. Member card that extends the following privileges:
 - Use of the University Library and Centers facilities
 - Faculty rates for admission to University artists series, forum series, music recitals and concerts, and theatre productions
2. Inclusion of Adjunct Faculty status on one's vita

Qualifications

- Master's degree or higher.
- A well-established record of meaningful contributions to the teaching-learning activities of the Department, in either on-campus or off-campus settings. Examples of contributions include:
 - Assist with classroom or clinical teaching-learning activities.
 - Assist with student and faculty scholarly or clinical projects.
 - Participate in University or Department committee memberships or events.
 - Serve as a consultant, resource person, or adviser for students, faculty, and administrators.

Procedure

1. Individual seeking adjunct faculty status, DPC member, or Department faculty/instructional academic staff member submits:
 - A letter of nomination which highlights the meaningful contributions
 - A professional vita
2. DPC reviews material and forwards recommendation to the Department Chair. Recommendations will be for 3-year appointments.
3. Department Chair forwards recommendation to the Dean for approval.
4. Department Chair forwards list of approved recipients to the Academic Department Associate (ADA).
5. ADA responsibilities:
 - Sends notification letter and University member card (from Office of the Provost) to each recipient.
 - Submits list of recipients and a sample letter to the Office of the Provost (cc to the Dean).
 - Maintains an accessible updated list of adjunct faculty with name, contact information, term, and nominator.
 - Every September, mails new University member cards to all adjunct faculty.
6. Every September, the DPC reviews the list of adjunct faculty to determine renewals and additions. An updated vita is needed for renewal.