

GUIDELINES FOR ADJUNCT APPOINTMENTS

As defined in the [Unclassified Title Guideline \(UTG\)](#), Adjunct appointments “specify persons from a non-instructional institution and persons **whose professional career is primarily outside of University instruction**. Must be performing primarily instructional activities. In some circumstances the title may be appropriate for those whose full-time continuing teaching assignments are practicum-oriented. All new appointments to adjunct titles must have the prior approval of the Office of Human Resources. Requests for such approval must indicate why an adjunct rather than lecturer title is appropriate. Such requests must be accompanied by a professional biography of the candidate.”

UTG available at <http://www.ohr.wisc.edu/polproced/UTG/Tblcnts.htm> .

One of the following official University titles is awarded upon approval of an adjunct professor approval request:

| Title | Title Code |
|-----------------------------|------------|
| Adjunct Professor | D41NN |
| Associate Adjunct Professor | D42NN |
| Assistant Adjunct Professor | D43NN |
| Adjunct Instructor | D44NN |

REQUESTING AN ADJUNCT APPOINTMENT

The appropriate assignment of the title code prefix is determined at the department/division level, according to its established criteria. A request for an adjunct appointment requires approval of the department executive committee, with a memo to the dean that includes the following information:

- 1.) An explanation of the request, specifying the appointment (e.g. if the appointment is not \$0, indicate the rate of pay and percentage of paid appointment*), and indicating the department executive committee’s approval
- 2.) The proposed appointee’s special qualifications
- 3.) The duties to be performed
- 4.) An explanation why a lecturer title is not appropriate (this is especially important if it is a paid title)
- 5.) The proposed title prefix as an adjunct professor
- 6.) The duration of the proposed appointment (not to exceed three years)
- 7.) The Curriculum Vita for the person must also be included in the request

*Generally, adjunct appointments are \$0. In cases of paid appointments, the rate of pay and percent time also are required as part of the request. If the paid appointment will be at 50% or more, approval of a request for waiver of open recruitment is required.

If approved at the division level, the dean’s office forwards a copy of the department request, along with a memo from the dean requesting approval by the Academic Personnel Office. The Academic Personnel Office reviews the request, and, if approved, provides written notification to the dean’s office. An official letter of appointment is issued to the adjunct appointee, and the adjunct appointment is entered into the appointment system (IADS).

RENEWAL OF ADJUNCT APPOINTMENTS

Adjunct appointments are approved for a maximum of three years, with the possibility of renewal. If an adjunct appointment is to be renewed, dean/director's approval is required. The adjunct appointee should receive a renewal letter, and a copy of the letter should be sent to the Academic Personnel Office.

November 17, 2009