

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 Dean/Director of the division. 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 initial 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.

Upon approval by the Dean/Director, an official letter of appointment is issued to the adjunct appointee, and the adjunct appointment is entered into JEMS Hire.

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 stored by the division HR office.

OFFICE OF HUMAN RESOURCES REVIEW OF USE OF THE ADJUNCT TITLE(S)

The Office of Human Resources will conduct semi-annual audits of the adjunct title. Upon request, divisions must submit all documentation on approval of initial hires and renewal requests of adjunct appointments.

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