

Policy on Appointment and Reappointment of Adjunct Faculty

The following policy describes the process that the Department of Animal and Food Sciences (AFS) will use to appoint and reappoint Adjunct Title Series faculty. This policy is intended to be compliant with existing university and college policies and regulations governing Adjunct Title Series faculty. College policies/guidelines for Adjunct faculty can be found on the college's website, and the university's regulations are found in AR 2:8.

Adjunct Appointment Process

1. AFS faculty member informs the Chair of their desire to nominate an individual for a faculty appointment in the Adjunct Title Series.
 - a. At the time of nomination, the faculty member requests time on the agenda at the next scheduled Faculty Meeting to provide justification of their nomination to the faculty. The justification must include what role the potential Adjunct would fill and what expertise/skill the potential Adjunct would bring to the department that does not currently exist.
 - b. NOTE: Adjuncts are typically appointed at the Assistant rank. If the nominating faculty member desires the Adjunct to be appointed above the Assistant rank, they should provide justification for the higher rank in their presentation to the faculty.
2. If a simple majority of faculty at the Faculty Meeting express support for the Adjunct position, the nominating faculty member works with the Chair to prepare a position description (see attached example position description) for the potential Adjunct faculty position. The nominating faculty member also provides the Chair with a career CV for the Adjunct candidate.
3. The Chair circulates the draft position description to the department's faculty and calls for a vote of approval (or disapproval) of the position description. Approval requires a two-thirds majority of voting-eligible faculty casting a vote.
4. If faculty approve of the position description, the Chair drafts an email memorandum to the Dean requesting permission to create and fill the Adjunct position. The following must be included or attached to the email memorandum:
 - a. Statement that the faculty has approved the position description.
 - b. Name of the Adjunct candidate.
 - c. Position description.
 - d. Draft offer letter (see attached example offer letter).
5. If approval to create and fill the Adjunct position is received from the Dean, the candidate for the Adjunct faculty position is invited to present a seminar to the AFS faculty that covers their background and expertise. The career CV of the Adjunct candidate will be circulated to the faculty in advance of the seminar.

6. Following the Adjunct candidate's seminar, the Chair will ask the faculty for a vote of approval (or disapproval) of an extending an offer of appointment to the Adjunct candidate. Approval requires a two-thirds majority of voting-eligible faculty casting a vote.
7. If faculty voted to approve that an offer of appointment be made to Adjunct candidate, the Chair sends an offer letter to the Adjunct candidate. The offer letter must include:
 - a. Anticipated start date for the appointment.
 - b. Length of the appointment.
 - i. Note—The length of appointment is typically 3 years, but can range from 1-3 years.
 - c. Statement that communicates the *appointment does not come with any funding and that the department makes no commitment regarding facility use or other financial support.*
 - d. Statement that communicates *reappointment is contingent upon continued positive involvement and mutual agreement between the Adjunct and the Department of Animal and Food Sciences.*
 - e. Web link to A.R. 2:8.
 - f. Request that the Adjunct candidate provide an updated career CV and an original, official transcript(s) of their highest terminal degree(s) for inclusion in the Appointment Packet.
 - g. Signature line for the Adjunct candidate to sign and date the offer letter.
8. Chair compiles the Appointment Packet and submits to Assistant Dean for Academic Administration. The completed packet should contain:
 - a. Copy of email from the Dean indicating approval of the request to create and fill the position.
 - b. Position description.
 - c. Career CV
 - d. Original, official transcript(s).
 - e. Signed offer letter.
 - f. For adjuncts being appointed at the Associate or Professor rank, a letter of recommendation from the Department Chair to the Dean is also required.
 - i. Note—Except in special circumstances, Adjunct faculty will be appointed at the Assistant rank. Requests for appointments above the Assistant rank will be considered on a case-by-case basis.
9. Once an Adjunct's appointment to the department has been finalized, the Chair will work with the Adjunct faculty member to apply for membership in the graduate faculty following the required procedures of the Graduate School.

Adjunct Reappointment Process

1. When an Adjunct faculty member has completed their term of appointment, the faculty will discuss their potential reappointment at a Faculty Meeting. When discussing potential reappointments of Adjunct faculty, consideration should be given to the following questions:
 - a. Has the Adjunct member made positive contributions to the department?

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- b. Is the Adjunct member still actively involved in the department?
If the Adjunct member has not been active in the past 3 years, what is the likelihood of them becoming active if they are reappointed?
 - c. Does the Adjunct member still provide necessary knowledge/skills that are not available in the department?
 - d. Does the department still desire the individual to remain an Adjunct member?
2. Following discussion, the Chair will ask the faculty for a vote of approval (or disapproval) regarding the Adjunct member's reappointment. Approval requires a two-thirds majority of voting-eligible faculty casting a vote.
- a. The faculty may request that the Adjunct member provide an updated career CV and present a seminar to update the department of their professional activities since their last appointment/reappointment prior to a vote being held

EXAMPLE POSITION DESCRIPTION

Adjunct Assistant Professor in Animal and Food Sciences

1. Need

Establishment of this position will permit the Department of Animal and Food Sciences to broaden its research scope in the area of immunology and disease mechanisms/etiology for livestock. This position will increase the expertise available to serve on graduate committees in this area, particularly as related to animal health, stress management, and livestock production/management, and will expand possibilities for collaborative research. This position will complement research and graduate training programs of current faculty members.

2. Department

Animal and Food Sciences

3. College

Agriculture, Food and Environment

4. Position Description

The Adjunct Assistant Professor will pursue collaborative research with faculty members in the Department of Animal and Food Sciences including service on graduate committees. The Adjunct Assistant Professor must have expertise to broaden and complement the capabilities of the present research programs in the Department. This expertise can be in the area of immunology, disease mechanisms/etiology, or health and stress management.

5. Qualifications and Structure of Appointment

The Adjunct Assistant Professor in Animal and Food Sciences must possess a DVM and a PhD in Veterinary Microbiology, or a closely related field. The person should have an established record of research productivity. The Adjunct Assistant Professor must have expertise that complements and broadens the scope of existing research programs within the Department. Formal classroom teaching is not required, but guest lectures would be welcome. This position has no voting rights in the functions of the Department of Animal and Food Sciences. The Adjunct Assistant Professor can serve as a committee member, with voting rights, for graduate student thesis or dissertation projects once they apply for and become a member of the graduate faculty.

6. Position Funding and Duration

The University of Kentucky is under no obligation to support this position, and the Department of Animal and Food Sciences makes no commitment regarding salary, facility use or other financial support of the Adjunct Assistant Professor's program. The Adjunct

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Assistant Professor will be appointed for a term of three (3) years, and reappointment is contingent upon continued positive involvement and mutual agreement between you and the Department of Animal and Food Sciences. This position is not tenure track.

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May 17, 2017

Dr. XXXXXXX
123 Main Street
Simpsonville, KY 40067

Dear Dr. Adjunct:

Pending approval by the University of Kentucky administration, I would like to offer you an appointment of Assistant Adjunct Professor in the Department of Animal and Food Sciences. We look forward to the expertise you will bring to our research and graduate training programs. Your anticipated start date is **xx xx, xxxx**. This position is renewable every three (3) years, and reappointment is contingent upon continued positive involvement and mutual agreement between you and the Department of Animal and Food Sciences.

Please be aware that this appointment does not come with any funding and that the department makes no commitment regarding facility use or other financial support. For more information about UK's Adjunct Faculty appointments, please see the university's Administrative Regulations:
<http://www.uky.edu/regs/files/ar/ar2-8.pdf>

Please submit an official, original transcript showing your highest degree and a current CV or resume, along with this signed offer letter. Once we have received these materials your appointment packet will be submitted to the Provost's Office.

We look forward to having you join our department as an adjunct faculty member. Please indicate your acceptance of this appointment by signing below.

Sincerely,

Dr. Scott Radcliffe
Chair, Animal and Food Sciences

I accept your offer of appointment as an Assistant Adjunct Professor (Adjunct Series) in the Department of Animal and Food Sciences.

Dr. New Adjunct

Date

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