

Appointment of Unpaid Adjunct Faculty Members and Application for Graduate Faculty Status

Appointment of Unpaid Adjunct Faculty Member

The prior approval of the provost is required to appoint a qualified individual to an unpaid adjunct faculty position at the University of Arkansas. Such appointments are typically made to individuals with special expertise and experience needed by the department or program on a temporary basis. Appointments should be made at the beginning of an academic or fiscal year or at the beginning of the academic term during which the individual will be needed. Such appointments, other than committee work appointments, may be for a period of up to three years, although such appointments may be renewed.

A Request for Adjunct Faculty Appointment form (Academic Policy 1405.19A) from the department chair is completed and submitted for approval to the school/college dean along with a vitae or resume and, upon the dean's approval, forwarded to the provost for approval. Contents of that request should include:

1. the individual's name
2. the requested faculty title
3. the department faculty vote
4. the specific reason for the appointment
5. the period of appointment
6. the individual's current title, position, or affiliation if he or she is in a paid position at the University of Arkansas or elsewhere.
7. For individuals not in a paid position at the U of A, the terminal degree held and/or the qualifying experience/expertise.

Should the individual need to be reappointed following the conclusion of the original appointment period, a new request must be submitted.

The approved request will be faxed to the dean's office and the dean's office will in turn notify the department of the approval and enter the individual as an affiliate in the BASIS system for the approved period of time.

Appointment of Unpaid Adjunct Faculty Member with Request for Graduate Faculty Status

If the appointment of an adjunct faculty member requires Graduate Faculty Status, a Request for Adjunct Faculty Appointment and Graduate Faculty Application form (Academic Policy 1405.19B) from the department chair is completed and submitted for approval to the school/college dean (and Associate VP(s) for Agriculture if in Agriculture) along with a vitae or resume and, upon the dean's approval, forwarded to the appropriate Graduate Council Representative. Following approval by the Graduate Council Representative, the form shall be

sent to the provost's office for the provost's approval. The form will then be forwarded to the Graduate School for final approval and processing.

Should the individual need to be reappointed following the conclusion of the original appointment period, a new request must be submitted.

Graduate Faculty Application Only

Academic Policy 1405.19C, Graduate Faculty Application, will be used by UAF faculty who are requesting a graduate faculty appointment. The application will be completed and forwarded to the department chair/head who will then forward the form to the appropriate Graduate Council Representative. The form will then be forwarded to Graduate School for final approval and processing.

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