



Eastern Kentucky University Policy and Regulation Library

4.6.2

Volume 4, Academic Affairs
Chapter 6, Faculty Appointments and Evaluation
Section 2, Affiliated Adjunct Faculty

Approval Authority: Board of Regents

Responsible Executive: Provost

Responsible Office(s): Provost, Colleges,
Departments

Effective: June 20, 2016

Last Revised: June 20, 2016

Issued: January 10, 1972

Next Review Date: Fall 2021

Affiliated Adjunct Faculty

Policy Statement

Affiliated adjunct status may be used for persons of established reputation or distinction in their field for the specific purpose of enabling them to work with graduate and undergraduate students or as members of special research teams or as field supervisors in their discipline. Persons so identified will be designated as Affiliated Adjunct Professors or Affiliated Adjunct Instructors, and will receive no salary from the University. All appointments will be on an annual basis, but may be renewed upon approval. Nominations will originate in a department, and prior to approval, the candidate's credentials, personal qualifications, and present position will be examined. Final approval will rest with the Board of regents and each individual will be notified of his appointment by the President.

Entities Affected

- Colleges
- Departments
- Faculty

Procedures

Initial Approval

1. Departments that have identified a candidate for affiliated adjunct faculty status may nominate the candidate by providing a letter of nomination, including in what capacity the candidate will be utilized, and relevant information regarding the candidate's credentials and other relevant qualifications.
2. Upon approval by the Department Chair, nomination materials will be submitted to the Dean for approval.

3. Upon approval by the Dean, nomination materials will be submitted to the Provost for approval.
4. Upon approval by the Provost, nomination materials will be submitted to the President for approval.
5. Upon approval by the President, the candidate will be notified of the appointment by the President.
6. Upon final approval, Department Chairs/Unit Heads will complete the necessary paperwork to initiate the appropriate Human Resources processes.

Renewal of Appointment

Departments that decide to renew a previously approved affiliated adjunct faculty member’s appointment may do so upon approval of the Dean

Definitions

- **Affiliated Adjunct Faculty:** Affiliated adjunct faculty are persons whose principal employment lies outside the University and who receive a courtesy appointment in recognition for the performance of duties determined by a Department in support of its academic programs.

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Policy Adoption Review and Approval

Policy Revised

| <u>DATE</u> | <u>ENTITY</u> | <u>ACTION</u> |
|------------------|------------------|---------------|
| June 20, 2016 | Board of Regents | Adopted |
| May 23, 2016 | President Benson | Approved |
| May 4, 2016 | Provost Council | Approved |
| April 4, 2016 | Faculty Senate | Approved |
| January 10, 1972 | Board of Regents | Adopted |
| November 1, 1971 | Faculty Senate | Approved |

Policy Issued

| <u>DATE</u> | <u>ENTITY</u> | <u>ACTION</u> |
|------------------|------------------|---------------|
| January 10, 1972 | Board of Regents | Adopted |

DATE

November 1, 1971

ENTITY

Faculty Senate

ACTION

Approved