

Guidelines for Appointment and Expectations of Adjunct Faculty
College of Agriculture and Life Sciences
Mississippi State University

(Initiated: January 28, 2014 by George Hopper, Dean)

The Faculty of Departments within the College of Agriculture and Life Sciences (CALs) would like to encourage our Adjunct Faculty to be active participants in the department they affiliate with. In order to facilitate participation of Adjunct Faculty, we expect them to be active in at least one of the following activities below each year:

- On-going research collaboration with one or more non-adjunct faculty in the department.
- One or more lecture(s) in a Department's class per year.
- Service on a Departmental committee or a graduate student's committee (note that a separate "Graduate Participant" form is needed for outside member service on graduate committees – see the Office of the Graduate School website for details).
- Other activity in the department, or within the College, which would bring you to campus at least once a year to interact with Departmental/College faculty, staff and/or students (e.g. attendance at a departmental faculty meeting or other function, student roundtable, CALs Awards Banquet, etc.)
- Any other Department-specific requirements as stipulated or noted in the letter of appointment.

Principles Governing Adjunct Appointments

1. The individual must be sponsored by a faculty member or a Department Head;
2. There must be a clear benefit for the Department and/or College;
3. Appointments will be for 3-years or less as stipulated by the Department; but are renewable appointments; and
4. An adjunct professor may be required by the sponsoring Department to write a brief report (e.g., e-mail or similar may be sufficient) of affiliated activities and submit it to the appropriate Department Head in December of each year of the appointment to document activity for continuation of appointment.

University policy governing the appointment of Adjunct Faculty

Refer to AOP 13.22 - Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar and Visiting Executive Appointments; <http://www.policies.msstate.edu/policypdfs/1322.pdf>

Adjunct faculty, unless otherwise employed in the university, are not employees and are not entitled to employee benefits. They may be provided access to university facilities, but this will depend upon circumstances related to the appointment and will be specified at the time of appointment in the

appointment letter. Responsibilities are usually less than those associated with a Visiting Faculty position. Note that designations regarding Visiting Faculty, Visiting Scholar and Visiting Executive carry different connotations, responsibilities, and linkages with the University, and have a different approval process and expectations. For these other designations, refer to AOP 13.22 for information on these appointments and how they differ from Adjunct Faculty status.

Process of Appointment

Departments may have their own internal process for the approval of Adjunct Faculty (e.g., faculty vote, department head's discretion, etc.), and should document these processes in conjunction with these College guidelines. Appointments are initiated at the department or unit level, and submitted to the college dean for approval. This should consist of:

- (1) Letter from the Department Head to the CALS Dean requesting the appointment (or from the sponsoring faculty member with approval line for the Department Head) outlining the request for Adjunct status and benefit to the Department and/or College (include an approval line at the bottom of the letter for the Dean of CALS);
- (2) "Letter of Adjunct Appointment" (*see reference to template below*) on Departmental letterhead that will be sent to the candidate for appointment; i.e., if approved by the Dean (note: departments may want to include a signature line for the Adjunct Faculty to accept the appointment, and there should be a fixed term of appointment of three or less years, with the possibility for reappointment, stated clearly in the letter); and
- (3) Resume, CV, biography, or similar description of qualifications/expertise.

If approved, the Dean of CALS will inform the initiating department and the Provost of the appointment. The Provost will inform the Department of Human Resources. The sponsoring department should request any campus access as needed via ITS or related MSU services.

A template for Departmental letters of appointment to Adjunct Faculty status is available on the Provost website at: <http://www.provost.msstate.edu/far/staff/letters/> (under "Other Appointments").