

Department of Fisheries and Wildlife
Guidelines and Procedures Associated with Adjunct Faculty
Appointments

May 16, 2008

The original version of these guidelines was approved by a vote of the Department of Fisheries and Wildlife faculty during spring 2007, and minor modifications to streamline procedures were made during spring 2008 and approved by the Department Advisory Committee on May 15, 2008.

Background on Adjunct Positions and Purpose of this document

Adjunct faculty appointments are a means by which the Department of Fisheries and Wildlife can obtain valuable contributions from professionals in fields related to our mission who do not have an assignment within the Department, and are a way that the Department can recognize these contributions and identify that the adjunct faculty have an association with the Department. For many years there have been a number of individuals with adjunct appointments within the Department. Generally these appointments have received faculty peer-review, and an indication of faculty support through a vote during a faculty meeting, prior to the initial term. However the procedure for such peer-review had not been formally established and published, and the Department has previously not had a standard procedure for determining whether an adjunct faculty member's appointment should be renewed when its term expires, changed in any way (e.g., change in rank) or terminated early.

The purpose of this document is to describe the Department's procedures for initiating, renewing, and terminating adjunct appointments, in general terms the expectations of the Department for adjunct faculty, and how the Department will formally interact with Adjunct faculty with regard to their appointments. We also outline some of the benefits and allowed activities that are obtained through adjunct faculty status. Nothing in these procedures should be viewed as superseding the academic bylaws of the Department of Fisheries and Wildlife, higher level academic bylaws which have precedence over departmental bylaws, or established policies of Michigan State University. In cases where there appears to be a conflict, those bylaws and policies take precedence and these guidelines/procedures should be revised as soon as is practical, to be consistent with them.

The general expectations for background, activities, and status of adjunct faculty is consistent with University Policy. The relevant portions of that policy are reproduced here from the current (as of March 21, 2007) faculty handbook:

The following policy was issued by the Office of the Provost in 1975 and was revised on July 1, 1996.

These are appointments of persons whose primary responsibility and income is outside the unit in which the appointment is made. Primary responsibility or source of income may be in another unit of the university or may be outside the university. The appointments are usually without salary and for a maximum period of three years. Reappointment is at the discretion of the administrative unit. Successive reappointments do not confer tenure or other continuing employment status.

Adjunct and clinical appointments may be made at any level from instructor to professor and also are applicable to other titles such as librarian, specialist, lecturer, etc. Persons holding such appointments are expected to have the educational background and/or experience required for the rank, and they must be interested in providing some degree of service to the unit even though they are not available for a regular appointment. Appointments are usually made on an "adjunct" basis unless the appointee holds a professional medical degree, in which case a "clinical" appointment is used.

The number of adjunct and/or clinical positions in each college will be recommended by the dean and established by the Provost. Permission to use the "clinical" title for individuals who do not hold a medical degree may be requested of the Provost by units if this title is more appropriate than the "adjunct" title in terms of the functions performed. The proposal to use the "clinical" titles rather than the "adjunct" titles must be made through regular administrative channels prior to any offers to individual appointees.

Certain benefits and activities are extended to individuals appointed as adjunct or clinical faculty members. Most of these privileges require an MSU Identification Card. Further information and assistance can be obtained from the appointing department.

1. Areas in which the adjunct or clinical appointment carries faculty status:

- **Library privileges¹**
- **Privilege of attending departmental, college and university faculty meetings**
- **Use of intramural facilities and Forest Akers Golf Courses¹**
- **Purchase of athletic tickets at faculty rates¹**
- **MSU Identification Card**
- **Eligibility for travel accident coverage when authorized to travel on University business**
- **Eligibility for faculty membership in University Club**
- **Parking privileges (may purchase standard permit or, for limited use, may purchase guest permit)¹**
- **Pilot accounts**
- **Professional liability insurance coverage while acting for the University in accordance with the requirements of University policy (see 5, below, applicable to clinical faculty in the Colleges of Human Medicine and Osteopathic Medicine.)**

- **These appointments are "covered" by Unemployment Compensation; because little or no remuneration is involved, it is very unlikely that adjunct or clinical appointees would become eligible for compensation benefits.**

2. Areas in which the adjunct or clinical appointment does not carry faculty status:

- **Any insurance benefit or program offered by the University other than those listed under (1) above**
- **Tenure**
- **Voting in University elections**
- **Election to University committees**

3. Arrangements which are to be made on an individual basis at the unit level:

- **Amount of time to be spent in the unit**
- **Service on unit committees**
- **Service on graduate committees**
- **Voting at the unit level**
- **Office space to be provided by the unit**
- **Laboratory facilities to be provided**
- **Secretarial help or graduate assistant help to be provided**
- **Authority to teach, do research, or advise students for the unit**
- **Authority to publish as a member of the unit**
- **Authority to propose, receive and implement research grants**

4. Emeritus status for adjunct or clinical appointments

- **Individuals who meet the following criteria may be recommended for emeritus status:**
 - a. Be 62 years of age and have served as a clinical/adjunct faculty member for fifteen years, or**
 - b. Have served as a clinical/adjunct faculty member for twenty-five years at any age**

Based on an appropriate record of contribution as a clinical/adjunct faculty member, an individual may be recommended for emeritus status by the appropriate chairperson/director and dean to the Office of the Provost for final approval. The emeritus status is appended to the highest clinical/adjunct rank achieved by the faculty member, e.g., associate adjunct professor emeritus.

Emeritus clinical/adjunct faculty are not designated as official retirees of Michigan State University. Adjunct or clinical faculty appointments with an emeritus designation are limited to the following privileges:

- **Library privileges**
- **Privilege of attending departmental, college, and University faculty meetings**
- **Use of intramural facilities and Forest Akers Golf Courses**
- **Purchase of athletic tickets at faculty rates**
- **Eligibility for faculty membership in University Club**
- **Parking privileges (may continue to purchase standard permit or guest permits)**
- **Pilot accounts**

¹**MSU Identification Card required.**

Adjunct faculty within the Department of Fisheries and Wildlife will generally not be provided office or laboratory space. Secretarial and other support staff assistance (including graduate assistantship efforts) will generally only be for specific approved Departmental activities. Provision of space or other resources is by special arrangement and approval of the Department Chairperson. Adjunct faculty do not have voting rights (see Departmental Bylaws 1.2.1 and 1.4.4) and thus cannot serve on the Departmental Advisory Committee or in other roles reserved for voting faculty. Adjunct faculty will normally not serve on other standing committees of the Department, although under unusual circumstances they could be appointed to such committees by the Departmental Chairperson with approval of the faculty (see Departmental Bylaws 3.3.1). Adjunct faculty can be appointed, given their mutual agreement, to ad hoc departmental committees.

Normally adjunct faculty will not serve as sole or principal investigators on proposals seeking support for sponsored research, although they can serve as co-investigators with a regular MSU faculty member. Under special circumstances, adjunct faculty can serve as principal investigators following approval of the Department, College, and the Office of the Vice President for Research and Graduate Studies.

Adjunct faculty can serve as additional members of PhD guidance committees or Masters examination committees, in accordance with Academic Programs guidelines. Approval of the Dean of the Graduate School is required for Adjunct faculty to serve as one of the required committee members, the chair of guidance or examination committees, or the Master's thesis advisor. While such approvals have usually been granted in the past this is not guaranteed.

Details on the amount of time to be spent on Departmental activities, including roles in formal teaching as course instructor or guest lecturer is by individual arrangement. Adjunct faculty are permitted, but not required, to indicate their association with the Department of Fisheries and Wildlife when publishing research which was conducted, in part, as an adjunct faculty member of the Department. If an adjunct faculty member or co-author does not denote the Department on the publication byline, assistance of the Department should be included in the acknowledgements section of the publication.

Procedures for New Adjunct Appointments

The voting faculty of the department serves an advisory role for adjunct appointments. Advisory means that the faculty are a deliberative body and vote on a recommendation to the Departmental Chairperson, which is not binding.

The first stage in all adjunct appointments is a nomination of possible adjunct faculty member by a voting faculty member (the sponsor). The nomination package would be delivered to the DAC by the sponsor, and the DAC would make this material available to all faculty members at least four days prior to a faculty meeting where the nomination would be discussed and voted on.

The nomination package would consist of a letter from the candidate requesting the appointment, a letter supporting the appointment by the sponsor, and a copy of the candidate's CV. The sponsor's letter should explicitly indicate the rank requested for the adjunct appointment.

Potential new adjunct faculty appointments would be discussed and voted upon by the faculty during a faculty meeting. These discussions should consider the candidates reputation, past accomplishments, and previous and likely future involvement in departmental activities. The general standard for appointment is that the candidate would be considered qualified for a fixed-term faculty position of similar rank, will be involved in activities during the period of appoint that directly involve departmental faculty, staff, or students, and bring benefits to the department. In cases of negative votes or where serious concerns were expressed during the discussion, the DAC would provide a written report summarizing the discussion as well as the vote outcome to the Departmental Chairperson.

New appointments will generally be for a period more than two but not to exceed three years, ending on June 30 of the final year of the appointment. Shorter appointments are possible but reasons for shorter appointments should be discussed prior to the faculty vote.

The Department Chairperson will take into account the faculty recommendation and nominating package when deciding to appoint an adjunct faculty member. In the rare case of a decision that does not agree with the faculty vote, faculty members have the option to work through the DAC to put a discussion of the decision on future faculty meeting agendas.

The Department Chair will provide a written letter to the nominee either (a) welcoming the candidate to the department and explaining expectations and the terms of the appointment, or (b) explaining why an adjunct appointment is not possible. It is expected that for positive decisions the sponsor will create a draft of this letter (based on a standard format provided by the DAC) for the Chair's signature.

Departmental files on adjunct faculty should be maintained starting with their initial appointment and contain a copy of the most recent submitted CV, their initial letter

formally requesting an adjunct appointment, their sponsor's initial letters requesting adjunct status, their appointment and reappointment letters from the Department Chairperson, and other documents deemed relevant (such as sponsor communications about adjunct activities).

Procedures for Renewal and Termination of Adjunct Appointments

For adjunct reappointments and terminations the Departmental Advisory Committee (DAC) acts to provide advice on behalf of the voting faculty. Adjunct faculty with active appointments can be considered for reappointment. During the spring of each year the DAC will create a list of adjunct faculty whose term will expire that June, and will contact the sponsor of the adjunct faculty member or a suitable alternate. In cases where it is deemed necessary, the DAC will request an updated CV either directly from the adjunct faculty member or through their sponsor. The sponsor can either support reappointment and provide a short written description of ongoing or expected collaborative activities by the candidate (possibly only a few sentences in an e-mail) or indicate that a reappointment is not supported or needed, also with a short explanation (e.g., "adjunct faculty member is retired and is no longer collaborating with us" or "adjunct faculty member has moved from region and no longer serves on student committees"). If a sponsor does not respond to the DAC request, this will be considered lack of support for reappointment.

The DAC will take into account sponsor responses and bring a list of adjunct faculty with appointments that are expiring and recommendations for reappointment to the attention of all voting faculty before the end of the spring semester. This is to allow faculty to check on and question specific recommendations for adjunct faculty they have interacted with or have serious concerns about, and is not intended as a forum for a detailed review of activities by each adjunct faculty member. Based on any input received the DAC will provide revised recommendations to the Chair. All adjunct faculty will be sent a letter from the chair indicating the decision about reappointment. Those not being reappointed will be informed so that they can contact the Departmental Chairperson if they wish the decision reconsidered.

Adjunct faculty member's appointments can be terminated early at the discretion of the Departmental Chairperson. In such cases the DAC will provide advice on the proposed course of action. The DAC will communicate with the adjunct faculty member's sponsor as they form their advice. In the case of such an early termination of appointment, the adjunct faculty member in question will be sent a letter from the Department Chairperson indicating the action and reasons for it. Faculty sponsors have the option to work through the DAC to put a discussion of the decision on a future faculty meeting agenda.

Procedures for Change in Rank of Adjunct Faculty

There may be reasons for an adjunct appointee's rank to be changed. For example they may have been appointed as an instructor prior to receiving a Ph.D. and now wish

appointment as an assistant professor. Reappointments where rank is changing should follow the same process as new appointments.

Communications with and About Adjunct Faculty

The Department of Fisheries and Wildlife will maintain a list of current adjunct faculty. Such a list and this document on adjunct appointment guidelines and procedures will be made publicly available (e.g., by posting on the Departmental web site).