



# College of Veterinary Medicine Policies and Procedures

Subject: *Adjunct Faculty, Visiting  
Faculty, Visiting Scholar and  
Visiting Executive Appointments*

Section: *Personnel*  
Number: *CVM 2.22*  
Pages: *1*  
Date: *2018*  
Replaces Policy Dated: *1995; 2011*  
To Be Reviewed Yearly by: *Cabinet*  
Source:  
Cross Reference: *MSU AOP 13.22*

## **Guidelines for Adjunct Faculty,**

## **Visiting Faculty, Visiting Scholar,**

## **And Visiting Faculty Appointments**

Adjunct Faculty appointments are courtesy appointments awarded to individuals who do not currently hold a faculty position in the department or unit, but who are qualified for an academic appointment and have the potential to contribute to the mission of the unit. These appointments may be external or internal to MSU. Adjunct faculty are not reflected in the budget of the appointing unit and are typically not remunerated for services. 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

### Process:

- A. Appointments are initiated at the department or unit level.
  1. A departmental faculty member, department head, or other administrator may nominate candidates for adjunct faculty status by submitting a brief letter to the appropriate departmental office describing the candidate's current or potential contributions to the CVM mission.
  2. The nomination letter and the candidate's curriculum vitae are distributed to the departmental faculty; and departmental faculty are given the opportunity to vote "In Favor" or "Not in Favor" of offering an adjunct faculty position to the candidate.
  3. If, based on the faculty vote and their assessment of the candidate's suitability, the Department Head recommends the appointment of adjunct status, the Department Head will submit a letter to that effect to the Dean for approval. The letter should include the results of the faculty vote, a brief explanation of the candidate's current or potential contributions to CVM, and a proposed term of appointment of three or less years. Appointments will end on June 30th of the appropriate year (with the possibility for reappointment).
- B. If approved by the Dean, the Dean will inform the initiating department and the Provost of the appointment. The Provost will inform the Department of Human Resources Management. The Department Head will notify the candidate of the appointment (including the term of appointment).

- C. The Departmental office will maintain an updated list of adjunct faculty members on the CVM website.
- D. Adjunct faculty members may be reappointed for additional terms as approved by the Dean. To recommend reappointment of an adjunct faculty member, the department head submits a letter of request to the Dean before June 1<sup>st</sup> of the adjunct faculty member's final year of appointment.

**Refer to MSU Policy and Procedure:**

**AOP 13.22 – Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar and Visiting Executive Appointments**

Approved: Kent H. Hoblet 8/12-4-2018  
Kent Hoblet, Dean Date  
College of Veterinary Medicine