

Adjunct Faculty Appointments	SPH SOG - FA 0001
Last Reviewed/Revised: 04/2019	Approved:

Adjunct appointments in the School of Public Health are viewed as a valuable resource and important part of our mission.

The following steps should be followed when considering an adjunct appointment:

- Suggested appointment is presented to the Departmental Chair with detailed explanation for appointment.
- Departmental Chair will survey the faculty in the department during a scheduled faculty meeting for consensus (and/or majority agreement). This is to be documented in the meeting minutes.
- If agreement exists, Department Chair will forward a completed appointment packet to the Sr. Associate Dean for Academic, Student and Faculty affairs which will include:

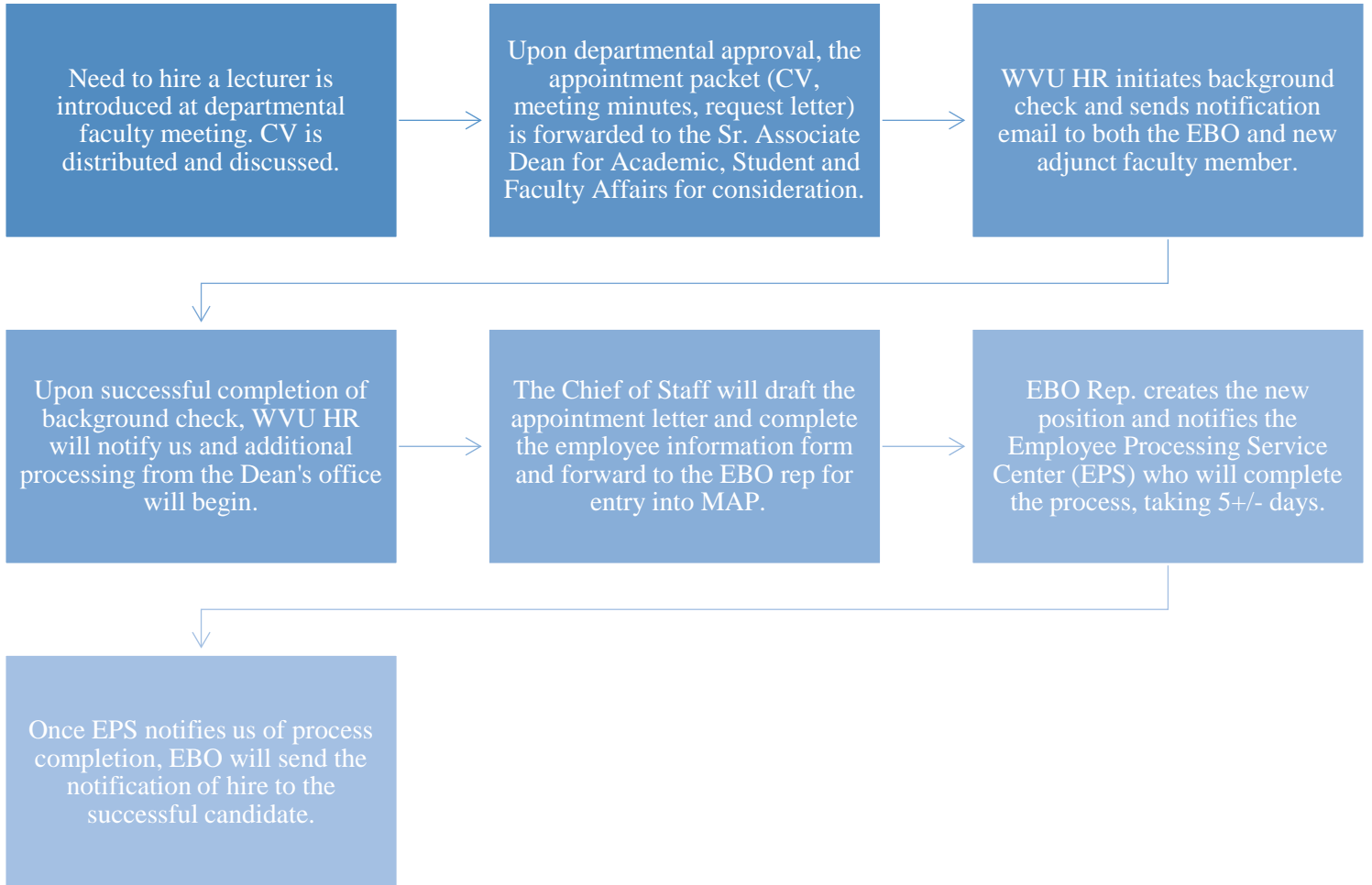
✓ **Curriculum Vitae (CV)**

✓ **Copy of the meeting minutes documenting departmental faculty consensus**

✓ **Letter of request for appointment from Department Chair to the Sr. Associate Dean for Academic, Student and Faculty Affairs with detailed explanation for appointment and expectations for the adjunct faculty.**

- The Sr. Associate Dean will review the departmental request. If approved, a background check will be initiated unless the candidate is already active in the WVU system.
- Once a successful background clearance has been confirmed, the appointment packet is provided to the Dean for final review. The Chief of Staff will generate the "Employee Information Form" (EIF) and letter of appointment to the new adjunct faculty member.
- Adjunct faculty member will accept/reject the offer and return "Employee Information Form" (EIF) and signed letter to the Dean's Chief of Staff.
- Final executed copy is sent to the department Chair and SPH Business Office.
- Business office representative places newly appointed adjunct in the system.
- Electronic copy is maintained in the adjunct faculty file.
- Adjunct faculty appointments will be granted for a period of three (3) years from the original appointment date unless otherwise requested. Departmental Chairs are required to review the status of anyone with an adjunct appointment during the annual review cycle.
- All adjunct faculty appointments should hold a degree or appropriate credentials in public health or a commensurate field in order to teach. Adjunct faculty are to be held to the same expectations as full-time faculty.

Hire Process: Adjunct Faculty



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