

Section: Faculty Policies

Policy Number: 704.1

Subject: Adjunct Appointments in the Psychology Department

Effective Date: December 2, 2019

POLICY

Adjunct Appointments in the Psychology Department

Background

As defined in the USU Faculty Policy Manual, Adjunct faculty are:

Faculty members whose association with an academic department is secondary to an appointment within a different department, institution, organization, or other personal and professional interests can be appointed as adjunct faculty. The term "adjunct" may precede any faculty title in the tenure and term appointment ranks. Adjunct appointments are made for less than 50 percent time only. (401.5.2(1))

The process for appointing an adjunct is also outlined in the USU Faculty Policy Manual:

Before appointing faculty in the adjunct and visiting ranks, the department head or supervisor shall consult with the faculty and then make a recommendation to the academic dean and, where appropriate, the chancellor, vice president for extension, or the regional campus dean. In turn, the academic dean and, where appropriate, the chancellor, vice president for extension, or the regional campus dean shall make a recommendation to the provost. If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate. (404.4.1)

Limitations on adjunct faculty are also outlined in USU Faculty Code:

5.3 Limitations on Positions: Faculty with Special Appointments

- (1) No tenure eligibility. Faculty members with special appointments are ineligible for tenure.
- (2) Limitations on faculty participation. The participation of faculty members holding adjunct, temporary, or visiting positions is subject to the following limitations: (a) they may participate in the processes of setting policy within their departments only to the extent determined by their appointing departments; (b) they may serve as voting members of appointed faculty committees except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty and faculty with term appointments; (c) they may not be counted among the number of faculty members for the purposes of apportioning the Faculty Senate members; and (d) they are ineligible to be elected to and to vote for members of the Faculty Senate.

The purpose of this policy is to clarify the criteria for being granted adjunct status within the Psychology Department.

Policy

- 1) Faculty shall be consulted on all adjunct appointments. Formal votes regarding the approval or denial of adjunct requests will occur in convened departmental meetings or via electronic mail.
- 2) Individuals desiring adjunct status must submit a current vita and a letter of request outlining their contributions to the department.
- 3) All decisions regarding adjunct appointments will be made on a case-by-case basis. The following guidelines will be applied in making decisions:
 - a. Adjuncts must have a substantive background in Psychology. Typically this will be reflected by the individual having a graduate degree in Psychology.
 - b. Adjuncts must demonstrate ongoing involvement (or planned ongoing involvement) in departmental activities. Such involvement in most cases will involve more than teaching a single class for the department (even if the class is taught on a regular basis). Other types of involvement include, but are not limited to: clinical supervision of graduate students, ongoing involvement in governance of departmental programs, research supervision of students.
- 4) Appointments must be renewed every 3 years.