

# **Guidelines for Adjunct and Courtesy Faculty Appointments**

## **College of Engineering, University of Georgia**

### **Revised: April 11, 2023**

#### **Definitions**

**Adjunct** faculty status enables those individuals who are not members of the regular faculty of the College of Engineering at University of Georgia (e.g. such as individuals in public agencies, other universities, the private sector) to become more fully and officially engaged in university teaching, research and outreach activities to the benefit of the College of Engineering and its constituencies. Adjunct faculty have expertise that allows them to contribute to the teaching, research or service mission of the College of Engineering. Appointment to adjunct status is based on the potential and desire of the individual to contribute in a sustained way to the mission of the College of Engineering.

**Courtesy** faculty status offers the same benefits as above, but is offered to the current faculty of another other college / school / academic unit within University of Georgia. Current UGA faculty who are able to contribute to the mission of an academic unit other than their appointment home may be designated as ‘courtesy faculty’ in the second unit.

#### **General Policies:**

Adjunct or Courtesy faculty status is an official appointment to the faculty of the University of Georgia. Adjunct or Courtesy appointments in the College of Engineering are governed by the polices described in the [Board of Regents Policy Manual, § 3.2.1.1](#). The University of Georgia Academic Affairs Policy Manual, [Section 1.04-7 Adjunct](#), and the Academic Affairs Policy Manual, [Section 1.04-8 Courtesy Faculty](#) provides the guidelines with respect to adjunct and courtesy faculty appointments.

Some highlights of policies for Adjunct appointments include the following:

1. Adjunct appointments are unpaid affiliate faculty positions for individuals who are not currently employed by UGA.
2. Adjunct faculty must have academic credentials and accomplishments consistent with the requirements for their appointed rank in the appointing unit. Eligible faculty members in the appointing unit must vote by secret ballot to recommend approval of each adjunct appointee.
3. While public searches and EEO approval are not necessary, in order to appoint an adjunct faculty member, a hiring proposal must be processed in UGAJobs according to the standard procedures for faculty hired without a search. The adjunct candidate must successfully complete a background investigation prior to his/her appointment date.
4. If existing UGA faculty depart and their home unit is considering them for adjunct appointment, the adjunct rank will be equivalent to the most recent UGA rank held by the departing individual and it will not be necessary to submit a transcript or curriculum vitae with the hiring proposal.

5. The appointing unit must review and vote on each adjunct appointment every five years, and, through position management in UGAJobs, indicate if the adjunct appointment is to continue for another five-year period.
6. The rank of an adjunct faculty member may be elevated after five years in rank, if the eligible voting faculty in the appointment unit recommend by secret vote that his/her achievements are consistent with the unit promotion criteria and university rank requirements. The candidate's CV and a recommendation letter from the unit head and the Dean of the College of Engineering (including results of the appointment unit vote) should be forwarded to the Office of Faculty Affairs. If the rank elevation is approved by the Senior Vice President for Academic Affairs and Provost, the Office of Faculty Affairs will record the change in rank centrally and notify the appointment unit.
7. Adjunct faculty members can be appointed to the Graduate Program Faculty with all rights and responsibilities of such faculty. A separate set of eligibility criteria apply for Graduate Program Faculty status in the College of Engineering.
8. Per [USG BOR Policy 3.2.1.1](#), adjunct faculty hold honorary titles. Adjunct faculty members do not have voting rights in departmental, college/school, and University Council meetings. These faculty members may participate in discussion only based on invitation by the unit head or Dean or his/her appointee.
9. Adjunct faculty cannot earn tenure and are not eligible for employee benefits.

Some highlights of policies for Courtesy Faculty appointments include the following:

1. A majority of the eligible voting faculty in the unit must vote by secret ballot in favor of this affiliation. Beyond this, approval and renewal procedures for courtesy faculty must be designed by the unit and should be recorded in their unit by-laws in accordance with this document.
2. If the unit extends the privilege, courtesy faculty may serve as graduate advisors and graduate committee members. These privileges shall be awarded in accordance with the unit's guidelines for Graduate Program Faculty.
3. Outside of graduate advisory committees, courtesy faculty do not have voting privileges. They do not have assigned work or receive salary support from the courtesy unit.
4. Courtesy faculty should be recorded by a department, school or college in the Additional Posts panel in OneUSG's Manage Faculty Events module. Courtesy affiliations will end when the faculty member is no longer employed by UGA.

### **Qualifications, Eligibility and Criteria for Selection**

The qualifications for adjunct and courtesy faculty status are the same as the qualifications for regular faculty appointment in the respective faculty track and rank at the University of Georgia. Individuals who are not currently employed at the University of Georgia will be considered for adjunct faculty status in the College. Students and staff are not eligible unless they are also appointed faculty members in another UGA unit.

## **Appointment Process**

Prospective adjunct or courtesy faculty must send an application to the respective unit head of one of the schools within the College of Engineering. The application should include a detailed resume/CV and a cover letter explaining the specific objectives the applicant has in becoming an adjunct or courtesy faculty member.

The application will be reviewed by a three-faculty review committee appointed by the unit head. The review committee will consist of at least one full-time faculty member at the same rank or above as the rank sought by the applicant. Applications will be reviewed twice a year. The review may include a meeting with the applicant, presentation of a scholarly seminar, or discussions with selected faculty. Reviews shall be conducted for applications that were received by the unit head prior to:

- February 28<sup>th</sup> : for appointments starting in the following Fall semester
- September 30<sup>th</sup> : for appointments starting the following Spring semester

After completion of the review by the committee, the committee shall vote. If unanimous (positive or negative), the request for adjunct appointment and the committee vote is submitted to the unit faculty for a vote. If the committee vote is not unanimous, the committee will prepare a committee report indicating the reason for committee dissension. The request for adjunct appointment, the committee vote, and the committee report will then be forwarded to the unit faculty for a vote. The faculty vote will occur by secret/electronic ballot administered by the unit head. A vote to approve an adjunct or courtesy faculty appointment passes by simple majority. After approval by faculty vote, the unit head will prepare the letter of appointment for the Adjunct appointment.

## **Expectations and Opportunities for Engagement**

The primary responsibility of an adjunct faculty or courtesy member is to promote the mission of the College of Engineering through instruction, research and outreach activities. In order to achieve this end, the adjunct or courtesy faculty member is expected to maintain a sustained and persistent level of professional engagement in the activities of the College of Engineering and their appointed unit.

It is recognized that the opportunities to engage in the College of Engineering's programs are varied and the interests of adjunct or courtesy faculty will also differ widely. Expectations and opportunities for engagement include the following:

- Adjunct or courtesy faculty are expected to participate in ongoing instructional activities which may include: 1) mentoring of undergraduate and graduate engineering students through various creative activities, 2) serving on graduate advisory committees, 3) design and delivery (teaching) of engineering course content, and/or 4) developing a specialized course module, such as for the Maymester.
- Adjunct or courtesy faculty are encouraged to participate in all discussions pertaining to the direction and planning for their appointed unit. Adjunct or courtesy faculty do not have voting rights in these meetings.

- Adjunct or courtesy faculty are eligible to be appointed to the Graduate Program Faculty with all rights and responsibilities of such faculty. The Graduate Program Faculty status must be approved through a vote by all graduate faculty in the respective School within the College of Engineering.
- Adjunct or courtesy faculty are eligible, with approval from the Vice President for Research, to fully engage in extramural funding opportunities including service as principal investigator on grants and contracts.
- Adjunct or courtesy faculty will be provided reasonable accommodations to enable them to fulfill their interests and responsibilities as related to their engagement in College of Engineering activities (such as instructional supplies, access to teaching laboratories, access to research facilities, etc.).

### **Promotion/Reappointment/Dismissal**

Promotions of adjunct or courtesy faculty are processed during the same time period and under the same guidelines as promotions for regular faculty members of the University of Georgia.

Each adjunct or courtesy faculty appointment must be reviewed for re-appointment every five years for reappointment consideration. The process for reappointment is analogous to the process for appointment. The adjunct or courtesy faculty member requests continuation of his/her adjunct or courtesy appointment including a detailed resume and cover letter describing past participation in College of Engineering activities as described in the 'Expectations' section above, as well as planned future participation. This request is then considered as described in the 'Appointment Process' section. Any appointment that is not renewed through a request and a subsequent re-appointment review will be considered expired by the end of the five year term.

The College of Engineering reserves the right to dismiss at any time any adjunct faculty member for reasons of professional incompetence, misconduct which renders the adjunct faculty member unfit for association with students, or for any other act which would reflect negatively on the College of Engineering. The vote for dismissal of an adjunct faculty occurs by secret ballot following a discussion of the situation at any regular or special faculty meeting of the appointed unit and a discussion with the Dean of the College of Engineering. Regular faculty members of the University of Georgia in any faculty track who hold a rank equivalent or above the rank of the adjunct faculty member are eligible to vote. A motion to dismiss an adjunct faculty member passes by simple majority of those attending the meeting and with approval of the Dean.

An adjunct faculty member may resign at any time by submitting a letter to the head of their appointed unit.