

Procedure for Adjunct/Courtesy Faculty Appointments
School of Chemical, Materials and Biomedical Engineering
June 2025

The School of Chemical, Materials and Biomedical Engineering (CMBE) recognizes that high-quality instruction and research is critical to the mission of the School. Candidates seeking adjunct or courtesy appointments within CMBE must exhibit excellence in instruction and/or research that is consistent with the scope and interests of the School. Teaching excellence may be demonstrated by classroom effectiveness, scholarship of teaching and learning, course and curriculum development beyond the classroom. Research quality is valued over quantity, and excellence in research may be demonstrated by impact, scholarly output, research support and interdisciplinarity.

In support of its research and instruction missions, CMBE may appoint persons to its faculty ranks as adjunct faculty or courtesy faculty. These faculty are expected to enhance the instruction and/or research mission and reputation of CMBE. Courtesy faculty within CMBE are those faculty who have a permanent faculty appointment in another unit at UGA. Adjunct faculty within CMBE are not employed at UGA. No remuneration from CMBE is attached to courtesy or adjunct appointments. These faculty appointments will be made and renewed in compliance with the Academic Affairs Policy Manual published by the UGA Office of the Senior Vice President of Academic Affairs and Provost.

§1 - Eligibility:

Persons seeking appointment will have a terminal Ph.D. degree and clearly articulate the potential to contribute toward the instruction and/or research mission of CMBE. Persons seeking appointment must further demonstrate a willingness to contribute to the mission of CMBE for mutual benefit.

§2 - Application Procedure:

- a) Persons seeking appointment or reappointment must submit an application to the Chair of CMBE containing:
 - A detailed cover letter expressing interest in being (re)appointed under this category either as adjunct or courtesy faculty, specific accomplishments that make the person eligible, and a statement articulating the envisioned contributions toward the CMBE instruction/research mission.
 - A CV listing the relevant instruction/research record.
 - If the application is for a reappointment, the application must communicate how the person has contributed to the mission of CMBE.
- b) The Chair serves as the facilitator of the (re)appointment process, and, if the application is deemed complete, the Chair will send the application to the CMBE Committee on

Extended Faculty Engagement for their consideration. This Committee will review the application and provide a summary and preliminary recommendation to the CMBE Faculty at the next CMBE Faculty Meeting.

- c) If the application is for a (new) appointment, the candidate must provide a brief (20-30 minute) presentation to the faculty on their instruction/research interests as appropriate to the application, and on their plan to contribute to the mission of the CMBE. Within one week following that presentation, all faculty regardless of rank, will vote on the appointment.
- d) If the application is for a reappointment, during or within one week following that Faculty Meeting, all faculty regardless of rank, will vote on the reappointment. The Committee on Extended Faculty Engagement may recommend that a person seeking reappointment provide a similar presentation to the faculty, but unless requested by the Committee, such a presentation is not required for reappointment.
- e) For either appointment or reappointment, the vote shall be by secret ballot, with a simple majority necessary for approval. The Chair of CMBE facilitates the voting process, and communicates the outcome of the vote to the faculty and to the candidate.
- f) Because courtesy faculty have a permanent appointment in another UGA unit, these faculty maintain their rank and Graduate Program Faculty status as a member of the CMBE Faculty.
- g) Candidates who have been approved as Adjunct Faculty in CMBE will undergo a separate vote to establish the rank, and additionally a vote for appointment to the Graduate Program faculty. All appointments to the Graduate Program Faculty will be subject to the Policies of the University and the Graduate School (<https://policy.uga.edu/>).
- h) In the event that a Courtesy Faculty departs from UGA due to resignation or retirement, he/she must resubmit an application to be considered for an Adjunct (re)appointment.

§3 - Rights and Responsibilities:

- a) Each appointment will be for a period of five years and may be renewed.
- b) Adjunct/Courtesy faculty do not have voting rights in the affairs of CMBE, but may participate in regular Faculty Meetings and other CMBE Events including Faculty Search Committees, Design Projects, Annual Research Symposia, etc. If agreed to by the candidate and the Chair of CMBE, adjunct/courtesy faculty may participate in CMBE Tenure and Promotion processes as allowed by existing University and College policies.

- c) If eligible for such service as deemed by the policies of the UGA Graduate School, courtesy faculty may serve as Major Professors for Graduate Students in CMBE, and adjunct faculty may serve as Co-Major Professors for Graduate Students in CMBE.
- d) Although the CMBE Faculty consider applications throughout the year on a continuing basis, the (official) start of Courtesy/Adjunct appointment will be based on College and University Deadlines, and typically will commence at the start of the fall or spring semesters.
- e) Adjunct/Courtesy faculty appointments may be terminated at any time by the Chair of CMBE, in consultation with the Committee on Extended Faculty Engagement, for just cause.