

# Department of Nutrition

## Policy Document

**Title: Adjunct Faculty  
Appointment Policy**

**Date Last Review: 2/17/2022**

**Chair Signature:** 



## Adjunct Faculty Appointments

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### *Policy Statement*

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Adjunct faculty perform a variety of important roles in the Department. In order to be considered for an adjunct appointment, a candidate's contributions must advance the Department's mission in a meaningful manner.

**Qualifications** -- Adjunct faculty members must hold a master's or a doctoral degree.

**Sponsorship** -- Adjunct faculty members are nominated by a sponsor who must be a tenure-track faculty member with their primary appointment in Nutrition. The role of the sponsor is detailed in the Roles and Responsibilities section.

**Compensation** -- Adjuncts are usually unpaid positions. Exceptions occur when they are hired to perform a service such as teaching, co-teaching a course, or serving as an investigator on a project. Compensation is determined or negotiated by the Chair on an individual basis. When an unpaid adjunct faculty member with an existing appointment receives compensation, the appointment must be changed from "no intent to pay" to "with intent to pay."

**Consideration** – The department APT committee will consider adjunct appointment and reappointment nominations on a rolling basis as they are requested. The committee will vote on the appointment via e-mail.

**Adjunct Instructor** – Adjunct Instructor is a title given to adjunct faculty who provide an important link to clinical practice through preceptorship, public policy, and/or teaching for the Department.

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### *Audience*

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All Nutrition faculty members.

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### *Purpose*

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This policy provides information regarding the roles of adjunct faculty members, the appointment process, and in certain cases, compensation for services.

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## ***Roles and Responsibilities***

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### Sponsoring Faculty Member

- Communicates expectations to the adjunct candidate, including ways he/she can further the Department's mission.
- Submits a written request to the Chair requesting the adjunct appointment.
- Informs the Chair of the adjunct's work in the Department and will be asked for feedback, particularly at the time reappointment is being considered.
- Finds another sponsor for his or her adjuncts if they retire or leave the Department. The first sponsor should communicate the change to the adjunct faculty member. The adjunct faculty member and the new sponsor are responsible for maintaining periodic communication and ensuring that planned adjunct activities are carried out. If no sponsor is located, the adjunct faculty member will not be reappointed.

### Adjunct Faculty Member

Prior to appointment, the adjunct faculty candidate should work with their sponsor to provide the Department a list of service activities the candidate is willing to perform. The list may include activities such as:

- Serving on doctoral dissertation committees
- Presenting a seminar
- Serving as an advisor on masters papers
- Serving as a guest lecturer in courses
- Teaching or co-teaching a course
- Serving as a co-investigator on grant proposals and projects
- Assisting in securing funding for faculty research

In addition to these activities, adjunct faculty members may include key stakeholders within the North Carolina Division of Public Health or other high-ranking individuals who, by their positions, play important an role for students and faculty in Nutrition.

Once appointed, the adjunct will work with faculty and/or students to fulfill the mission of the Department.

### Chair

- Review nominees and send candidates to the department APT Committee for a vote.
- Determines or negotiates salary when an adjunct faculty member is compensated for their service.

### Department APT Committee

- Review and vote on adjunct faculty nominations as needed.

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### ***Procedures for Appointment***

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1) Faculty sponsor coordinates with the candidate regarding what service the candidate is able and willing to provide to the Department and clearly communicates departmental expectations regarding service.

2) Faculty sponsor submits a written request to the Chair that includes:

- a) Candidate's strengths
- b) How the appointment will further the Department's mission
- c) Recommendation regarding rank of the appointment – should be consistent with other appointments
- d) List of service(s) that will be provided to the Department
- e) Electronic copy of the candidate's cv

3) The Chair reviews the request and sends information regarding the recommended appointment to the department APT Committee for a vote. If the department APT Committee determines that an appointment is not appropriate, the recommendation will not move forward.

4) Pending a positive vote, paperwork for the appointment is completed. If a degree is pending, the vote can be "Yes, pending completion of their current degree program."

Required paperwork includes:

- AP-2 form (Recommendation for EPA Personnel Action)
- AP2A form (Faculty Appointee Certifications and Conditions of Employment)
- Criminal background check

5) After approval of the appointment by the various University offices, the Chair sends a letter to new adjunct faculty member to welcome him or her to the Department.

6) Terms of service for adjunct appointments are three years, unless compensation is provided, in which case the term is one year. Performance of the adjunct faculty member is evaluated before reappointment and Steps 1 to 5 above are repeated. If an adjunct faculty member has not contributed substantially to the Department during their appointment, they will not be reappointed. If the adjunct faculty member is not reappointed, the Chair writes a letter thanking the faculty member for his or her service.

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### ***Related Regulations or Policies***

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List any applicable or related department, school or university policies.

If the adjunct appointment will include any payment, a waiver of recruitment must be submitted in PeopleAdmin by the HR Consultant and approved by EEO. This is not required if the adjunct is appointed with no intent to pay.

**Effective Date:** February 2022

**Last Reviewed:** 2/17/2022