

PROCEDURES FOR APPOINTMENT AND REAPPOINTMENT OF
ADJUNCT AND ADJUNCT CLINICAL FACULTY

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APPOINTMENT

Appointment of adjunct or adjunct clinical faculty in the COM requires the same steps as appointment of regular faculty, without the OEOD search procedures. Appointment may be for one-three years, renewable.

1. Candidate is identified
2. Materials required for appointment are obtained (CV in abbreviated COM format, at least two letters of support)
3. Draft [offer letter](#) submitted to OFAD for review and approval
4. Appointment is discussed and voted on by faculty
5. DEO prepares usual appointment letter for the Dean, and submits it for central collegiate approval, as with regular appointment
6. Appointment form with appointment packet and signed offer letter submitted through Workflow. Appointment end-date is always June 30 of appropriate year.

REAPPOINTMENT

Reappointment or termination of [adjunct](#) or [adjunct clinical](#) faculty in the COM is required before the end of the current appointment (usually June 30, each year).

1. Candidate is notified of approaching end of appointment and invited to continue appointment and/or asked if appointment is still requested by faculty member during the spring of the year in which the appointment ends. Usual method is letter.
2. Change of status faculty status form is put into workflow with updated CV and signed reappointment letter.