

COLLEGE OF SCIENCE

AFFILIATE AND ADJUNCT (non-paid) FACULTY APPOINTMENTS

Updated 1/16/2020

Affiliate and adjunct faculty appointments may be made in an academic department or division within the College of Science in order to enhance instruction, interdisciplinary research, graduate student support and advising, and other collaborations that are mutually beneficial to the College and to the appointee. Affiliate and non-paid-adjunct faculty status may be extended to both current Virginia Tech faculty or to qualified persons employed by members of other institutions, agencies and organizations. **Affiliate status is generally used for current Virginia Tech faculty while Adjunct status is used for non-Virginia Tech faculty.**

Faculty members who are employed by Virginia Tech in another full-time capacity are generally not compensated for any contributions as affiliate/adjunct faculty. (See University Policy 4296 "Adjunct and Wage Faculty Payments (P14.)"). Adjuncts that do not have a primary appointment with Virginia Tech may be compensated for teaching part of, or an entire course.

Procedures

A person may request an Affiliate or Adjunct appointment, as appropriate, with an academic unit of the College by a letter or e-mail to the Department Head¹. The request should be accompanied by curriculum vitae (CV), a statement of the expected activities that are to be performed, and the time period over which the candidate will participate in these activities. Regional accreditation requires us to have on file a transcript of the highest degree earned for all new faculty members, including Adjuncts, if teaching, prior to the start of employment. Departments are responsible for maintaining original transcripts of paid adjunct faculty.

Adjunct/Affiliate. Appointment to the rank of **adjunct** assistant, associate, or full professor is reserved for persons whose primary employment is with another agency, organization, or educational institution, or with a non-instructional unit of the university. **Affiliate** appointments are reserved for those persons whose primary employment is with another instructional unit of the university.

Both adjunct and affiliate appointments at these ranks require the approval of the appropriate departmental or division committees, the department head and dean. The department head may approve the appointment and should send to the Dean the appointment letter (template attached) and a copy of the appointee's CV. For adjunct appointments, the P-86 must be included for submission to HR. Once the appointment is approved at the Sr. Management level the original signed letter will be returned to the department for appointee's signature.

Each adjunct/affiliate appointment with academic rank of assistant, associate or full professor will be reviewed at least every three years at the department level, or at any other time the department head requests a review of a particular appointment. The review will result in a recommendation to the department head as to whether or not to continue the appointment. The department head will notify the appointee as to his/her status. Appointments may be terminated at any time at the discretion of the department head.

Non-paid adjuncts may be listed in the university Banner system by completing the "Non-Paid Affiliation Appointment" (form P-86). This form is available at <https://osp.vt.edu/resources/principal-investigators.html>. Participation in graduate student committees and advising is allowed to the extent permitted by Graduate School policies. If deemed qualified and appropriate by the host department, authorization for an adjunct faculty member to serve as principal investigator on a sponsored project may be requested. If PI status is needed, please check the appropriate box on the form.

Non-paid adjunct faculty may obtain "Hokie ID" cards and parking permit (fees may apply).

For paid adjunct faculty members, please follow the policy 4296 (Adjunct and Wage Faculty Payments (P14 Payments)).

Appointment of College of Science:

Date of Offer:

Name:

Department:

Effective Date:

End Date:

Rank:

Tenure Status: **Non tenure-track**

Appointment Type:

Location of Work:

Current/Past University Employee:

INITIAL APPOINTMENT:

On behalf of the College of Science, I would like to welcome you to our faculty. This is an appointment to a non-salaried _____ faculty position in the department of _____, with a start and end date as specified above. Reappointment may be granted with issuance of a new appointment letter upon departmental review and recommendation. This appointment may be ended at any time upon recommendation of the department head. Please refer to departmental policies as regards to performance expectations and review procedures.

_____faculty will be listed as members of the departmental faculty during the period of appointment and may declare his/her relationship with the department on publications, CV's, and other statements of professional qualifications.

Appointment as an _____ faculty member does not include any form of paid leave or benefits.

Offer made by: _____

Department Chair/Head Signature

Date

College Dean Signature

Date

Verify the personal information listed at the beginning of this form.

I accept the appointment as described above.

Candidate Signature

Date

Adjunct - Attach form P-86 "Non-Paid Affiliation Appointment" and CV
Affiliate – Attach CV