

Guidelines for Appointment of Adjunct Faculty, Visiting Faculty, Visiting Scholars/Scientists and Visiting Executives

College of Education

Mississippi State University

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Departmental and Center/Institute faculty in the College of Education would like to actively encourage adjunct faculty, visiting faculty, visiting scholars, etc. to actively participate in the department, center or institute they affiliate with. In order to facilitate the participation of these adjunct faculty, visiting faculty, visiting scholars, etc., the College expects them to be active in at least one of the following activities:

- Ongoing research collaboration with one or more non-adjunct faculty in the department, center or institute, preferably a full professor (or research professor) where appropriate;
- One or more lecture(s) in a department's class per year;
- Service on a departmental committee or a graduate student's committee as appropriate (note that a separate "Graduate Participant" form is needed for outside member service on graduate committees; see the Office of the Graduate School web-site for details);
- Other activities in the department, center or institute which would bring the individual back to campus at least once a year to interact with College faculty, research staff or students (e.g. attendance at a departmental faculty meeting or other function, faculty/student research forum, COE convocation, etc.);
- Any other department/center/institute requirements as stipulated or noted in the appointment letter.

Principles Governing Adjunct Appointments

1. The individual must be sponsored by a faculty member, a department head or center director and preferably have had previous knowledge of the individual or a prior working relationship with the individual;
2. There should be a clear benefit for the department or College which should not present a burden or increased work load for departmental faculty or interfere with their pursuit of promotion and tenure;
3. Care should be taken to offer/provide potential adjunct/visiting faculty with resources that are readily available and do not place an undue burden on the department, unit or College. Office space, telecommunications and computer technology should only be offered if the department or unit has sufficient resources;
4. Appointments will generally encompass a one-year time-frame or less as stipulated by the department, center or institute but may be renewed as deemed appropriate;
5. Preference will normally be given to those individuals who are U.S. citizens or individuals from countries that have diplomatic relations with the U.S.;

6. An adjunct faculty member, visiting faculty member, visiting scholar, etc., may be required by the sponsoring unit to write a brief report (e.g. e-mail or similar document may be sufficient) of affiliated activities and submit said report to the department head or unit director in December of each year of the appointment to document activity for continuation of the appointment.

University Policy Governing the Appointment of Adjunct Faculty, Visiting Faculty, Visiting Scholars, etc.

Refer to AOP 13.22 – Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholars/Scientists and Visiting Executive Appointments;
<http://www.policies.msstate.edu/policypdfs/1322.pdf>

Adjunct faculty, unless otherwise employed by the University, are not employees and are not entitled to employee benefits. They may be provided access to University facilities but this will depend upon individual circumstances related to the appointment and will be specified in writing in the appointment letter. Responsibilities are usually less than those associated with a Visiting Faculty position. Note that designations regarding Visiting Faculty, Visiting Scholars/Scientists and Visiting Executives carry different connotations, responsibilities and linkages with the University, and have a different approval process and expectations. For these other designations, refer to AOP 13.22 for information on these appointments and how they differ from Adjunct Faculty status. For those who will be engaged in research activities, there should be a clear understanding regarding ownership of data/intellectual property, authorship of refereed publications, etc. Individuals invited to campus to participate in or perform research activities at the University as a collaborator must have a written agreement in place at the time of appointment.

Process of Appointment

Departments, centers and institutes will have their own internal process for the approval of Adjunct Faculty, Visiting Faculty, Visiting Scholars/Scientists and Visiting Executive appointments (e.g. faculty vote, department head or unit director discretion, etc.) and should document these processes in conjunction with these College guidelines. Appointments are initiated at the department or unit level and submitted to the Dean for approval. This will normally include:

- A letter from the department head or unit director to the COE Dean requesting the appointment (or from the sponsoring faculty member with approval line for the department head or unit director) outlining the request for appointment and it's underlying benefit to the department, unit and/or College (include an approval line for the Dean and the Provost/Executive Vice-President or the Vice-President for Research & Economic Development as appropriate and a line for the individual to accept the appointment);
- “Letter of Adjunct Appointment” (for faculty) or “Letter of Appointment” (for visiting scholar/scientist or visiting executive) on departmental or unit stationery that will be sent to the candidate for appointment/acceptance if approved by the Dean and appropriate Vice-President (see reference to template below). Appointment letters should clearly reflect a fixed term of appointment (generally not to exceed one year) with the possibility

of reappointment, and should address issues of intellectual property and/or ownership of data, authorship on publications, etc.

- A resume or CV, biography, or similar description of qualifications/expertise.

If approved, the Dean will inform the initiating department or unit and forward the packet to the appropriate Vice-President for approval. The Provost/Executive Vice-President or Vice-President for Research & Economic Development (as appropriate) will inform Human Resources Management. The sponsoring department or unit should request any campus access as needed relative to ITS, Library access or other related MSU services.

A template for departmental or unit letters of appointment to Adjunct Faculty status is available on the Provost web-site under Faculty Offer Letters (Other Appointments) at:

<http://www.provost.msstate.edu/far/staff/letters/>

These guidelines are intended to help facilitate the appointment of Adjunct Faculty, Visiting Faculty, Visiting Scholars/Scientists and Visiting Executives in the College of Education pursuant to policies delineated in AOP 13.22.