



Adjunct Faculty Appointment Process

This process does not include appointments of visiting faculty, which should be requested via the standard Faculty Request Process. This process does not include courtesy faculty appointments, which includes those who are currently faculty at The Ohio State University in a different TIU.

1. The appointment of an adjunct is surfaced by a member of the TIU's faculty.
2. The TIU follows the process as outlined in their APT document including reviewing the appropriate criteria for such an appointment. At a minimum, the college requires the approval to be made by the TIU head in consultation with the TIU's designated committee (CFAES APT Document, Section IV.B.5); a TIU may require a vote of the faculty.
3. If approved at the TIU level, the TIU Head will forward the appointment to the Senior Associate Dean for Faculty and Staff Affairs for final college approval.
 - a. The review at the college level will focus on the verification of a logical discipline fit for the TIU and appropriate rank. The college-level review will also take into consideration any potential conflicts of interests with the department, college and/or university or any other circumstances that may impact any appointment decision.
4. If approved at the college level, the HR Consultant will initiate the process in Workday and the TIU Head will send the letter of appointment (see sample language below).
5. Reappointment of adjunct faculty is not automatic and follows this same process.

Appointment Letter Language for Consideration:

I am pleased to offer you an adjunct appointment in the TIU at the rank of Adjunct Assistant Professor/Adjunct Associate Professor/Adjunct Professor beginning on DATE and ending on DATE. In this appointment, we look forward to your contributions toward the following: LIST. This appointment is considered an Associated Faculty title and does not come with the opportunity for tenure. However, this appointment can lead to promotion (delete if Adjunct Professor). This position will be uncompensated/compensate at the rate of LIST. As a part of your role, you will be provided LIST.