SON OP: 20.006 Adjunct Faculty

PURPOSE: The purpose of this operating policy and procedure is to establish the criteria and the process for granting adjunct faculty status to nurses and other professionals, who comprise the community of interest and participate in activities designed to assist the School in achieving its strategic goals and mission.

REVIEW: The OP will be reviewed biennially by October 1 of each odd numbered year (ONY) by the Faculty Council with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE:

1. Policy
   a. In alignment with TTUHSC OP 60.01 the term “adjunct” may be used in conjunction with any appropriate non-tenure track title including joint appointments to indicate that appointees are regularly engaged as employees of another institution or agency. The following “adjunct” series also may be used for TTUHSC faculty who may be engaged in part-time or full-time teaching and/or patient care activities in a duly authorized TTUHSC program and whose compensation is not derived from TTUHSC state-appropriated faculty budgets:
      i. Adjunct associate (may be used for coaches or preceptors)
      ii. Adjunct instructor;
      iii. Adjunct assistant professor;
      iv. Adjunct associate professor;
      v. Adjunct professor;
   b. Designation of the above rank will be in alignment with rank as outlined in SON OP 20.005
   c. Minimal qualifications for appointment to Adjunct Faculty status include the following criteria:
      i. A baccalaureate degree (nursing or area of expertise) with a master’s degree or higher preferred
      ii. Minimum of three years’ experience in healthcare
      iii. Relevant licensure (if applicable)
      iv. Relevant certification (if applicable)
   d. The responsibilities of adjunct faculty may include, but are not limited to, the following contributions and activities:
      i. Assisting in planning for student clinical learning experiences,
      ii. Serving as student preceptor for clinical learning experiences,
      iii. Facilitating student clinical placement processes,
      iv. Matching student learning objectives with clinical learning opportunities,
      v. Mentoring students
      vi. Providing feedback to faculty regarding student learning achievements
      vii. Offering expertise as guest lecturer or panel discussion participant,
      viii. Assisting with curricula review and development process,
      ix. Assisting with student recruitment,
      x. Serving as agency liaison between the SON and the adjunct faculty member’s employment agency,
      xi. Collaborating in research, practice, and scholarship activities with SON faculty
      xii. Providing didactic and clinical instruction
      xiii. Serving on the SON Advisory Council
      xiv. Assisting in linking the SON to the community
      xv. Promoting professional development, responsibility, and opportunities, and/or
2. **Appointment Procedures**

The initial appointment and reappoint procedures are delineated below. Appointments are for a time period of five years.

a. **Initial Adjunct Faculty Appointment**

   i. Qualified individuals may apply for Adjunct Faculty status through self-nomination or nomination by a SON faculty member.

   ii. The nomination materials submitted by the nominee for Adjunct Faculty include the following required documentation:

       1. Letter of nomination, including
          a. Rationale for the nomination
          b. Qualifications for nomination
          c. Statement of professional goals
          d. Summary of how the nominee will contribute to the SON mission, vision, values, and strategic plan.

    2. A letter of recommendation from a School of Nursing faculty member.

    3. Current resume or curriculum vitae

    4. A letter of recommendation from a SON faculty member can also serve as the letter of nomination.

b. **Reappointment to Adjunct Faculty Status**

   i. The reappointment process for Adjunct Faculty includes the following steps:

      ii. Chair of Faculty Council sends letter to Adjunct Faculty informing of renewal process and requesting required information.

      iii. Adjunct Faculty Member shall submit:

         1. Current resume or curriculum vitae

         2. Confirmation of intention to seek continued appointment as Adjunct Faculty.

      iv. If the requested materials are not received, the adjunct status will not be renewed and a notification letter will be sent by the Dean's office.

c. **Faculty Council shall:**

   i. Review of Adjunct Faculty member's current resume or curriculum vitae during the appointment period

   ii. Verify the need for the Adjunct Faculty member's continued appointment

   iii. Submit recommendation for or against continued appointment as Adjunct Faculty for five more years to the Dean.

   iv. Notify the faculty member(s) who recommended the adjunct candidate of the appointment outcome.

d. **Dean shall:**

   i. Review the Faculty Council’s recommendation for or against the Individual’s continued appointment as Adjunct Faculty

   ii. Make the final determination regarding reappointment of the individual as Adjunct Faculty

   iii. Notify the individual of the reappointment process outcome.

3. **Attachments**

   a. The Adjunct Faculty Application Recommendation Rubric completed by the Faculty Council following review of applicants for initial appointment or reappointment is contained as Attachment A and Attachment B

   b. The Adjunct Faculty notification letters completed by the Dean's office are contained as Attachment C (new appointment letter), Attachment D (appointment renewal letter), and Attachment E (appointment non-renewal letter).