

## Adjunct Faculty Appointment Policy

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### Policy Background

Adjunct faculty titles are to be used consistently within the college to confer faculty status on individuals with credentials comparable to regular faculty and who provide uncompensated service in instruction and research.

### Policy

Appointments for persons holding adjunct appointments (at rank of instructor, assistant professor, associate professor, or professor) are renewable annually in accordance with School/Department Appointment, Promotion and Tenure documents. Service requirements as well as periods of appointment are outlined in the OAA handbook and OAA guidelines.

### Process

Adjunct faculty appointments are recommended by the school/department to the college. Recommendations must include a statement of service to be performed, curriculum vitae, and a draft letter of offer. Reappointment letters are required annually, with vitae only required every five years. The Senior Associate Dean for Academic Affairs reviews the request and notifies the appropriate parties of approval/non-approval of request.

### Guiding Policies

OAA Policies and Procedures Handbook, Uncompensated Auxiliary Appointments  
[http://oaa.ohio-state.edu/handbook/ii\\_auxuncomp.html](http://oaa.ohio-state.edu/handbook/ii_auxuncomp.html).

Rules of the University Faculty, 3335-5-19  
[http://oaa.ohio-state.edu/handbook/i\\_rules.html](http://oaa.ohio-state.edu/handbook/i_rules.html)

### Questions

Policy – Senior Associate Dean for Academic Affairs  
Paperwork Completion or Status of Approval – School/Department-HR Administrator College HR Manager