

Procedures for **Adjunct Faculty** Appointments (Revised 30-Aug-2012)

Adjunct Faculty are non-UGA Faculty. Appointment as an Adjunct Faculty Member at the University of Georgia is now considered a Regular Faculty appointment, and therefore subject to the same level of documentation and review as primary academic appointments. In addition to three EXTERNAL letters of reference, the applicant must provide an official degree certification from the university conferring his/her highest degree. This checklist identifies what needs to be done, and by whom.

While the Dean's Secretary will help to keep the appointment process moving, it is critical for the applicant to supply the required / requested information in a timely fashion.

Step	Step Description	Provider	Date
1	Identify a Regular Faculty member in the Odum School of Ecology who will sponsor your nomination. This should be someone who knows you well, is familiar with your area of expertise and can make a case for your adjunct status.	Applicant	
2	Submit a letter, on applicant's institutional letterhead stationery, requesting appointment as an Adjunct Faculty member in the Odum School of Ecology to the O.S.E. Associate Dean, with a copy to the Dean's Secretary. This letter must clearly articulate that the applicant seeks to have a real and long-lasting interest with OSE and will make substantive contributions to the O.S.E. These appointments are not for someone who just wants to be on a graduate student's committee.	Applicant	
3	Attach your <i>Vitae</i> to this formal request. The <i>Vitae</i> must also be provided as a Word Document. [The reason for this is that part of the <i>Vitae</i> must be word-processed into the letter of support for the appointment to the Provost and Board of Regents, and therefore this text must be accessible (<i>i.e.</i> , not a .jpg or .pdf file.)]	Applicant	
4	Supply three (3) EXTERNAL letters of reference. [These letters MUST be from outside of department in which you are seeking appointment, but can come from within the university community. If the applicant expects to teach a regularly-scheduled class, then these letters must also address the applicant's competency to teach. These letters should be sent to the O.S.E. Associate Dean, and also cc'ed to the Dean's Secretary.]	Applicant	
5	Receive External Reference Letter 1.	Dean's Secretary	
6	Receive External Reference Letter 2.	Dean's Secretary	
7	Receive External Reference Letter 3.	Dean's Secretary	
8	Distribute the <i>Vitae</i> and application letter to the Odum School Faculty in preparation for a vote from the faculty to invite the applicant to deliver a departmental seminar.	Associate Dean	
9	Place the Adjunct Faculty nomination request on an Odum School faculty meeting agenda.	Associate Dean	
10	Cast Faculty Vote # 1 (To invite applicant to deliver a seminar.)	Ecology	
11	Schedule the Departmental Seminar.	Dean's Secretary	

		& Chair of Seminar Committee	
12	Give Departmental Seminar. This should showcase the applicant's very best work of the past 5 years and be of broad interest to range of evolutionary, population, community, ecosystem and conservation ecologists. Make clear in your talk that you are seeking courtesy status and what you hope to gain and bring to the OSE by this appointment	Applicant	
13	Place the Adjunct Faculty appointment vote on the next Odum School faculty meeting agenda.	Associate Dean	
14	Cast Faculty Vote # 2 (To offer the adjunct position.)	Ecology	
15	Provide an Official Degree Certification from the institution that conferred the applicant's highest degree.	Applicant	
16	Write Appointment Cover Letter (using the ApplicantVitae.doc file) for the Provost and Board of Regents.	Associate Dean	
17	Send application material (Request Letter / <i>Vitae</i> / External Letters / Degree Certification / & Cover Letter) to Provost	Associate Dean	
18	Nomination approval by the Board of Regents	Board of Regents	
19	Notify Adjunct Candidate	Associate Dean	