

**PROCEDURES FOR ADJUNCT APPOINTMENTS**  
**Arnold School of Public Health**

**INITIAL PROCEDURE**

1. A faculty sponsor proposes a candidate for adjunct appointment in a department in the Arnold School of Public Health.
2. The sponsor submits a current vitae and two letters of reference to the department chair. One of the references must be from outside the Arnold School of Public Health; one may be from the faculty sponsor. If the candidate is a former full-time Arnold School faculty member, only the internal reference letter is required.
3. Faculty members in the department review submitted materials and evaluate them based upon the needs of the department and the potential for successful collaboration.
4. The specific level and type of adjunct appointment is recommended by the chair based on a review of the materials described in #3 (e.g. adjunct instructor, adjunct assistant professor, adjunct associate professor, adjunct professor, adjunct clinical assistant professor, adjunct research assistant professor).
5. Upon agreement by the majority vote of the department faculty, the department chair requests, in writing to the Arnold School of Public Health Office of Faculty Affairs and Curriculum, the adjunct appointment of the candidate. The letter is accompanied by a copy of the candidate's vitae and two letters of reference. The letter must include a clear statement of the rationale for the appointment and a description of the major focus or emphasis of the person's work and how such work fits into the ongoing research, clinical practice, and or instructional activities of the department and school. The department should also complete a USC Affiliation Appointment form ([hr.sc.edu/forms.html](http://hr.sc.edu/forms.html); see also USC Policy UNIV 2.50 Affiliate Appointments).
6. A letter of appointment is sent from the dean's office to the candidate.
7. The term of appointment is for five years with appropriate follow-up and reappointment by the school thereafter.
8. Note that adjunct appointment is a separate process from graduate faculty term appointment. Graduate faculty term appointment is required for any individual who is instructor of record for a graduate course. Departments should submit both types of recommendations to the Office of Faculty Affairs and Curriculum, but one does not automatically trigger the other.

**REAPPOINTMENT PROCEDURES**

1. The department is responsible for initiation of reappointment for adjunct faculty. If the department wants to reappoint the individual to an adjunct position, the department chair should determine that the appointee wishes to maintain the appointment. An updated vitae including current contact information should be obtained.
2. The updated vitae is circulated to voting faculty in the appointing department and a confirmation vote for reappointment is taken.
3. If the vote of the faculty is favorable, the department chair requests the reappointment in writing to the dean. A letter of appointment is sent from the dean's office to the candidate.
4. If a negative response is received from the appointee, the adjunct appointment is ended.

## **OTHER INFORMATION**

1. All appointments begin either January 1 or July 1.
2. If the appointee wishes to terminate the appointment in less than three years, a letter or call to notify the chair of the department in which the appointment has been made is appropriate. The department chair then notifies the dean's office and the name is removed from the list.
3. The department may propose termination of the adjunct appointment by making a request to the dean.
4. To gain the privilege of securing a USC Carolina Card that will allow use of university assets, e.g., library and campus recreational facilities, an adjunct faculty member must be approved as a University affiliate. If this formal affiliation is requested by the adjunct faculty member and approved by the department, the home department must complete a PBP21 form and forward to the dean's office.
5. Any and all stipulations concerning the appointment should be discussed with the candidate at the beginning of the appointment process.
6. An adjunct appointment conveys no commitment to salary or office space. This would be negotiated with the department based on specific responsibilities (e.g. course instructor, significant role on research project).

*Revised September 2013*

*Updated for terminology March 2017*