Adjunct and Joint Faculty Appointment and Promotion Policies
Department of Allied Health Sciences (DAHS)

All adjunct faculty appointments, reappointments, and promotions in the School of Medicine are recommended in accordance with the following:

- The Trustee Policies and Regulations Governing Academic Tenure in the University of North Carolina at Chapel Hill
- Faculty Policies, Procedures, & Guidelines, Office of the Executive Vice Chancellor & Provost located at [http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/faculty-appointments/](http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/faculty-appointments/)
- Guidelines for Appointment, Reappointment and Promotion of Faculty, School of Medicine, University of North Carolina at Chapel Hill (Revised February 2012)

I. **Adjunct Faculty (Fixed Term in DAHS)**

The titles Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, or Adjunct Instructor may be used. The following guidelines and policies apply to individuals with adjunct appointments:

- employed outside the University, or has a primary appointment in a University unit different from that making the adjunct appointment
- engaged in the following activities: limited responsibilities in the department making the adjunct appointment; may be involved in teaching, research, practice or service; does not receive regular salary from the appointing department, but may receive compensation for specific services or activities performed; full-time University employment prohibits additional compensation from the department making the adjunct appointment
- appointments may be renewed for fixed terms of one to five years
- “at will” appointments will be considered for non salaried faculty appointments and will require DAHS Appointments and Promotions (A&P) Committee Approval
- appointment to a higher rank is possible through the adjunct ranks (based on appropriate criteria).
- normally, the title “adjunct” connotes a part-time commitment of the individual to the appointing department

*modified for DAHS using statements from the Office of the Executive Vice Chancellor & Provost*

**CRITERIA FOR DAHS APPOINTMENT**

**Adjunct Instructor**

- Education and credentials equivalent to an Instructor on the fixed term track and/or
- Documented evidence of the professional knowledge and experience needed to successfully complete the teaching or clinical responsibilities included in the appointment
Adjunct Assistant Professor
- Education and credentials equivalent to an Assistant Professor on the fixed term track

Adjunct Associate Professor
- Education and credentials equivalent to an Associate Professor on the fixed term track

Adjunct Professor
- Education and credentials equivalent to a Professor on the fixed term track

CRITERIA FOR REAPPOINTMENT AND PROMOTION OF DAHS ADJUNCT FACULTY
Promotion of Adjunct faculty will be based upon the same criteria identified for all fixed term faculty. Thus, an Adjunct faculty member must demonstrate excellence in one or more academic missions such as teaching, research, clinical activities, and/or administration, in order to be considered for a promotion in rank.

DAHS APPOINTMENT PROCESS
It is the responsibility of the Division Director appointing an Adjunct faculty member to review the individual’s background and qualifications for the specific assignment. For teaching assignments, the Division and Department retain the ultimate responsibility for that faculty member’s course, including quality of instruction, observance of all university policies regarding treatment of students, and grading.

Adjunct faculty appointments for a term of one year shall be initiated by recommendation of the Director of the Division requesting the appointment after consultation with the faculty of that Division. The appointment must be approved by the Chair of the Department of Allied Health Sciences.

Adjunct appointments for more than one term and promotions in rank shall be initiated by recommendation of the Director of the Division requesting the appointment after consultation with the faculty and reviewed by the DAHS A&P Committee. The Chair of the Department of Allied Health Sciences approves or disapproves the recommendation of the A&P Committee.

II. Joint Appointments

“A faculty member may hold more than one academic appointment at the University, but there may be only one “home” or primary appointment in a department. An additional fixed-term rank added in addition to the primary professorial rank in a different department is referred to as joint/secondary appointments and may be salaried or non-salaried. The need for an additional appointment may be contributed to a faculty member teaching in more than one department or collaborating on research activities with colleagues in other departments. Specific terms and conditions of the
secondary/joint appointment are negotiated between the two department heads and defined in a written appointment letter.”

Office of the Executive Vice Chancellor & Provost

In DAHS, joint appointments refer to faculty appointments made with funding or time commitment negotiated between more than one department/unit. Decisions of promotion and/or tenure are made by all involved departments/units unless otherwise negotiated.

CRITERIA FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION OF DAHS FACULTY WITH JOINT APPOINTMENTS

The department will follow the principles outlined in the Office of the Executive Vice Chancellor & Provost for appointments, reappointments, and promotion. Key points include:

- Appointment and reappointments are dependent on the continuation of the primary or base unit appointment. If a faculty member’s funding in one unit or primary appointment in the base unit ends, then the joint appointment ends. If an affiliation is to continue, the department may choose to appoint the faculty member as a fixed term, non-salaried employee.

- For faculty on the tenure track, the review for promotion and tenure occurs in both the primary and secondary units. If a decision is made to award tenure, the faculty member has tenure in both departments. If the secondary department decides not to award tenure, the joint appointment must be changed to a fixed term appointment, i.e., adjunct, clinical, or research or eliminate the tenure track title in the joint department.