

## Adjunct Appointments/Reappointments Policy

### I. General Principles

- a. Adjunct faculty are a valuable resource of the Department of Physical Medicine and Rehabilitation
- b. Adjunct faculty appointment is a value to those requesting the appointment
- c. Adjunct faculty appointment should represent a meaningful connection with the Department of Physical Medicine and Rehabilitation

### II. Guidelines for Initial Appointments

- a. Application Process
  - i. The request for an adjunct faculty appointment must be made in writing to the Chair of the Department and include the following:
    1. Department's Initial Appointment Application
    2. Updated curriculum vitae (MUST be written in [UNC School of Medicine format](#))
- b. Review of Application Process
  - i. Applications for appointment (application and CV) are reviewed by the Chair of the Department.
  - ii. The Chair makes the final decision concerning approval and rank of the appointment (if applicable).
- c. Terms of Appointments
  - i. Adjunct faculty appointment period is at the discretion of the Chair.
- d. Notification will be sent to the applicant via email as to whether or not their application has been accepted by the Department. The letter affirming appointment will specify that renewal is contingent on demonstration of meaningful engagement in Department activities over the prior appointment period (as defined below).

### III. Guidelines for Reappointments

- a. Criteria for Maintaining an Adjunct Appointment
  - i. Reappointment is based on adjunct faculty's demonstration of meaningful involvement in the Department. Meaningful involvement is defined as connections with the Department that are recurring and substantive.
  - ii. Adjunct faculty are not required to be involved in all the areas listed below. However, adjunct faculty should engage in at least one activity per year and that activity recurs over the duration of the appointment period. The list of meaningful involvement opportunities below is not exhaustive:
    1. Teaching
      - a. Actively teaching medical students and residents
      - b. Supervising resident or medical student clinical work
    2. Research
      - a. Research collaboration on grants or papers with Department faculty
      - b. Consultant on research projects

- b. Terms of Reappointments
  - i. Adjunct faculty reappointment period is at the discretion of the Chair.
- c. Requests for Reappointment
  - i. The adjunct faculty will be contacted by the Department Chair toward the end of their appointment and will be asked to provide a reappointment application and updated CV (MUST be written in [UNC School of Medicine format](#))
  - ii. This information will be reviewed by the Chair; the Chair will determine whether or not a sustained and meaningful involvement with the Department has occurred over the previous appointment period and if reappointment should be granted.
  - iii. A notice will be sent to the appointee either granting or denying reappointment.