Process for Appointing and Reappointing Adjunct Faculty Members
Adopted November 2009

According to the Faculty Code, Section 24-34:

An adjunct appointment is made only to a faculty member (including one in a research professorial rank) already holding a primary appointment in another department. This title recognizes the contributions of a member of the faculty to a secondary department. Adjunct appointments do not confer governance or voting privileges or eligibility for tenure in the secondary department. These appointments are annual; the question of their renewal shall be considered each year by the faculty of the secondary department.

Initial Appointment as an Adjunct Professor of Public Affairs:

When a UW professor indicates interest in having an adjunct appointment in the Evans School, the Associate Dean for Academic Affairs will review his/her c.v. and discuss why he/she is interested in the appointment and how it would be mutually beneficial. “Mutual benefit” includes but is not limited to one or more of the following: shared research and teaching interests, direct collaboration with an Evans School professor in teaching or research, broadening the Evans School's capacity for research endeavors, interest in having the Evans School's students take the candidate's courses and students from the candidate's unit taking Evans School courses, and willingness to work with the Evans School's doctoral students. The candidate will provide a written statement that addresses these issues.

Often, a professor will first discuss his or her interest with an Evans School colleague with mutual intellectual interests. In that case, the Evans professor will inform the Associate Dean, who will contact the candidate, request a C.V. and statement, and discuss the appointment. If a member of the School's faculty wishes to propose a UW colleague as an adjunct professor, he or she should discuss the possibility with the Associate Dean for Academic Affairs and the Faculty Affairs Committee before approaching the colleague.

If the Associate Dean for Academic Affairs and Faculty Affairs Committee endorse the request, the candidate will be asked to provide a written statement. Eligible voting faculty will be informed of the Associate Dean's and Committee's endorsement and have the opportunity to review the candidate's C.V., and statement.

For endorsed candidates, the Dean's office will conduct a ballot and forward the Faculty vote to the Dean. If a majority of the eligible faculty members who cast ballots approves and the Dean concurs, the Dean will notify the candidate of the affirmative vote and ask
him/her to seek approval from his/her their home department for the appointment. The appointment will take effect after such approval and the required documentation has been submitted to Academic Human Services (e.g. https://www.washington.edu/admin/acadpers/job_descriptions/Adjunct_Professor.html). If the vote is negative, the candidate will not receive an adjunct appointment.

The appointment will continue subject to annual faculty approval, as discussed below.

**Renewal of Adjunct Appointments**

In the fall term of every year, the faculty must vote to renew or discontinue each adjunct professor’s appointment.

In most years this will be routine. The Associate Dean for Academic Affairs will ask each current adjunct professor to indicate whether he or she wishes to retain the appointment. If not, the appointment will lapse.

For those who wish to continue, the Dean's office will prepare a ballot listing all current adjunct faculty members and will post their current C.V.’s. If the vote is affirmative and the Dean concurs, the Dean will notify the candidate of his or her reappointment and send a letter to Academic Human Resources notifying it of the reappointment and the faculty vote. If the vote is negative, the candidate will not be reappointed.

In the fall of every fifth year, the School will ask each adjunct professor for a short written statement addressing the value he or she sees in maintaining an adjunct appointment and why continuation will be beneficial to the School. This request is intended to reaffirm the adjunct professor’s interest in maintaining this connection with the School and to give the School an opportunity to reassess the value of maintaining each appointment.

The Associate Dean for Academic Affairs and the Faculty Affairs Committee will discuss whether to endorse each candidate for reappointment. Prior to this discussion, the Associate Dean for Academic Affairs will invite any faculty member who believes an adjunct professor has inappropriately used his or her connection with the School to discuss the situation with the Associate Dean and Faculty Affairs Committee.

The C.V. and statement of each endorsed candidate will be made available to eligible voting members of the Faculty. Non-endorsed candidates will not be reappointed.

The Dean's office will conduct a ballot for the endorsed candidates and forward the Faculty vote to the Dean. If the vote is affirmative and the Dean concurs, the Dean will notify the candidate of his or her reappointment. If the vote is negative, the candidate will not receive an adjunct appointment.

The School will first request statements for the more detailed reappointment process in fall 2010. Future requests will occur in fall 2015, fall 2020, etc.