

Procedure for Appointment and Reappointment of Adjunct Faculty

Overview

Adjunct Title Series faculty are individuals employed by a non-University agency or by the University with primary appointments in non-faculty positions, who contribute significantly to the instructional, research, or clinical missions of the college of nursing. The phrase “Adjunct Series” is used in parenthesis to modify an academic rank and title, *e.g.*, Associate Professor (Adjunct Series). This series describes fully qualified teaching, research and/or creative personnel who contribute significantly to teaching, research, and/or clinical missions. Individuals in this series are not eligible for tenure, sabbatical leave, faculty retirement, insurance benefits or election to the University Senate, but may be conferred voting privileges by the unit faculty.

The college has two approved adjunct faculty positions that can be used for appointment and determination of rank.

Academic/Instruction/ Scholarship. Adjunct faculty who are appointed to this adjunct position are expected to help with implementation of one or more of the College's teaching, research/scholarly or practice activities by: 1) supervising /precepting undergraduate or graduate nursing students in clinical learning opportunities as assigned; 2) assisting with the development and instruction of lectures related to nursing as assigned; 3) participating in research or evidence-based practice initiatives with College of Nursing faculty; 4) providing didactic or clinical coursework in designated programs; 5) serving on doctoral student committees; or 6) mentoring undergraduate and/or graduate students.

Clinical Partnership. Adjunct faculty who are appointed to this adjunct position are expected to: 1) strengthen our CCNE accreditation status; 2) are integral to the CON being designated as an NLN center of excellence; 3) facilitate and/or participate in student clinical and other learning experiences; 4) facilitate securing clinical sites; 5) provide guidance to administration and academic programs regarding curriculum development, student preparation, and assessment of competency-based learning outcomes; 6) can assist with identification and completion of student scholarly projects across all academic programs; and/or 7) can provide significant funding for faculty positions and student scholarships.

If a new position description is appropriate, it will need to be approved by the Provost in conjunction with the Adjunct appointment.

Procedure

Requests for appointment of someone as an Adjunct faculty member can be made by the dean, an associate dean, or any member of the faculty who sends a request to the associate dean for the appropriate academic program. The request should include what expertise/skills the potential candidate would bring to the college. The associate dean will determine to which adjunct faculty position (academic or clinical) the candidate should be appointed. Although the preference of the Associate Provost for Faculty Advancement is for appointments of 1-2 year terms, adjunct faculty can be appointed for 3 year terms at the discretion of the associate dean or dean. All appointments have the potential for reappointment.

The appropriate associate dean will communicate with the candidate to request the following information:

- Most recent curriculum vitae or resume
- A brief statement of how the candidate can best contribute to the program
- For teaching positions, student teaching evaluations if available. If none, the CON will ask for a faculty member to write a peer evaluation.
- An official transcript from the institution where candidate's the highest degree was obtained.

The completed documents (CV and personal statement, teaching evaluations if available) along with the applicable Administrative Regulation, Position Description with Statement of Evidence, will be distributed to all full-time tenure-eligible faculty (non-tenured and tenured). Faculty will be asked to provide a recommendation regarding appoint of candidate as an adjunct faculty at proposed rank.

If a majority (51%) of faculty recommends appointing the Adjunct candidate at the proposed rank, a dossier is compiled and sent to the Dean of the College of Nursing for approval. The dossier should include:

- Personal Statement on contributions
- Adjunct Faculty AR
- CV
- Position Description with Statement of Evidence
- Transcript
- Faculty recommendations
- Reporting associate dean recommendation

After the Dean approves the Adjunct candidate, an offer letter is drafted by the appropriate associate dean and sent to the candidate for signature.

The College of Nursing human resources officer will prepare the Primary Appointment Form and Teaching Credential form for the candidate's dossier. Once these documents, along with the offer letter, are finalized, the candidate's dossier is submitted to the Provost for approval.

For appointments at the rank of Instructor or Assistant Professor, the Provost dossier should include:

- Up-to-date curriculum vitae or resume
- Position description with Statement of Evidence (if position description has not been approved by the Provost, include a note asking for position description approval in conjunction with appointment approval)
- Official transcript from institution from which highest degree was earned
- Teaching credentials certification form, if appropriate
- Notice of primary appointment form
- Signed Offer Letter

For appointments at the rank of Associate Professor or Professor, the Provost dossier should include:

- Recommendation of college dean
- Recommendation of associate dean
- Up-to-date curriculum vitae or resume

Adjunct Faculty Appointment Process

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- Consulted faculty approval
 - List names and ranks of faculty members in the educational unit required to be consulted
 - Written opinion of each faculty member required to be consulted within the educational unit
- Position description with Statement of Evidence (if position description has not been approved by the Provost, include a note asking for job description approval in conjunction with appointment approval)
- Official transcript from institution from which highest degree was earned
- Teaching credentials certification form, if appropriate
- Notice of primary appointment form
- Signed Offer Letter

Once an appointment has been approved, the Adjunct faculty will meet with their reporting Associate Dean to discuss course assignments, orientation to the College of Nursing, policies and procedures, etc. The length of the Adjunct appointment will be documented by and a follow up will be created for reappointment.

Reappointment

When an Adjunct faculty member has completed their term of appointment, the reporting Associate Dean will determine if:

- the program wishes to reappoint the Adjunct faculty member
- the Adjunct member made positive contributions
- the Adjunct member still actively involved or If not, that they become actively involved if they are reappointed
- the Adjunct member provide necessary knowledge/skills for the program

If the reporting Associate Dean recommends reappointment, approval will be sought from the Dean for a reappointment. If approved, the reporting Associate Dean will draft a reappointment letter for signature by the Dean, the reporting Associate Dean, and the Adjunct faculty member.

Adjunct Title Series Appointment Overview

Administrative Regulations

AR 2:8 [Appointment, Reappointment and Promotion in the Adjunct Series](#)

AR 2:1-1 [Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure](#)

[Appendix I – Matrix of Consultation and Written Judgments](#)

[Appendix II – Matrix of Dossier Contents](#) – Responsibility of page Educational Unit Administrator – page 1 of 3

[Appendix II – Matrix of Dossier Contents](#) – Responsibility of Educational Unit

Administrator - page 2 of 3

[Appendix II – Matrix of Dossier Contents](#) – page 3 of 3 – Responsibility of Candidate

AR 2:2-1 [Appointment, Reappointment, Promotion and the Granting of Tenure in the Regular Title Series](#)

Adjunct Faculty Appointment Process

Faculty Need Identified

- Associate Dean of Academic Program (BSN, MSN/DNP, PhD) submits request to Senior Associate Dean for adjunct position.
- Adjunct series job description identified.
- Approval for position obtained from Associate Dean for Finance and Administration and Dean. (If an external UK appointment, approval of salary level is required and position description must reflect).
- Candidate Identified – draft offer letter. Offer letter signed by Dean and Associate Dean of program in which adjunct faculty will be placed.

Communicate with Candidate

- Senior Associate Dean's office contacts candidate and requests the following information for inclusion in appointment dossier:
 - Personal statement
 - How can candidate contribute?
 - How is candidate qualified to contribute?
 - Current curriculum vitae or resume
 - Official transcript from institution from which highest degree was earned

Faculty Approval

- Email to appropriate faculty to review AR, statement of evidence, candidate's personal statement, CV and teaching evaluations, and provide written recommendation by a certain date.

Dean Approval

Request approval from the Dean. Include in documentation:

- Personal Statement
- AR and Statement of Evidence
- CV
- Position Description
- Transcript
- Senior Associate Dean and Reporting Associate Dean recommendation
- Faculty recommendations

Provost Approval

- Obtain signed offer letter from candidate
- HR will prepare primary appointment form and teaching credential form
- Assemble dossier to submit to Provost for approval

Sample Offer Letter

DATE:
ADDRESSEE



University of Kentucky
College of Nursing
315 College of Nursing Building
Lexington, KY 40536-0232
P: 859-323-5108
www.uky.edu/nursing

Dear _____:

It is a great pleasure to offer you an adjunct faculty appointment in the College of Nursing. As is customary, this offer is contingent upon approval by the Provost. We do not anticipate any difficulty in securing full support. Your reporting administrator will be Dr. [REPORTING DEAN].

The conditions of our offer are as follows:

Your appointment will be at the academic rank of adjunct Assistant Professor without salary compensation for an initial term beginning [START DATE] and ending [END DATE - NOT TO EXCEED 3 YEARS]. The position is subject to yearly review and renewal on the July 1st. Your responsibilities, primarily in the Leadership Track of the College's Master's of Science in Nursing (MSN) and Doctor of Nursing Practice (DNP) programs, will be to serve on doctoral student committees; consult with and/or mentor students who are interested in doctoral projects related to executive nurse leadership; assist with grading papers; serve as a content expert; and lecture across multiple courses. [LANGUAGE TO CHANGE BASED ON REPORTING PROGRAM AND RESPONSIBILITIES]

If these terms are acceptable to you, please respond by signing this document in the space provided below.

Please do not hesitate to contact [REPORTING DEAN] should you have any questions.

Sincerely,

Janie Heath PhD, APRN-BC, FAAN, FNAP, FAANP
Dean and Warwick Professor of Nursing
University of Kentucky College of Nursing
315 CON Building, 751 Rose Street
Lexington, KY 40536-0232

[NAME, CREDENTIALS AND ADDRESS OF
REPORTING DEAN]

I accept this faculty appointment at the University of Kentucky, College of Nursing on the effective date stated.

[APPOINTEE]

Date

Sample Email to Candidate

Dr. _____:

At the request of [faculty member requesting appointment], we are in the process of developing your portfolio for appointment as an adjunct faculty member at the rank of [RANK] in the [PROGRAM NAME] of the College of Nursing. Your dossier will be distributed for faculty review and recommendation for appointment. Your appointment will be contingent on a majority vote of the faculty.

Please provide the following documents at your earliest convenience:

1. Most recent curriculum vitae or resume
2. A brief statement of how you believe you can best contribute to our [PROGRAM NAME] program and/or students (*e.g.*, teach classes, mentor students, serve on committees).
3. Any student teaching evaluations you have. If none, we will ask for a faculty member to write a peer evaluation of your teaching.
4. An official transcript from the institution where you obtained your highest degree.

As we finalize your dossier, we may need additional documents.

Please feel free to contact [INSERT CONTACT NAME] should you have any questions.

Sample Email to Faculty

Dear faculty members:

We are requesting your written consultation on the appointment of [CANDIDATE NAME] as adjunct faculty at the [ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, ETC.] level in the College of Nursing. Attached are the AR for adjunct faculty, a statement of evidence which you should use in making your recommendation, [CANDIDATE NAME] personal statement, CV, and teaching evaluations. I have bookmarked the attached file for easier navigation.

Per administrative regulations, all full-time faculty at the rank of assistant professor and above are requested to provide an evaluation in writing regarding the appointment of a new adjunct faculty member at the College of Nursing. Please send your written recommendation, via email, regarding whether **you do or do not support** [CANDIDATE NAME] appointment as adjunct faculty at the [ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, ETC.] level in the CON to [WHO WILL RECEIVE RESPONSES] by [INSERT DUE DATE].

Sample Letter to Dean for Approval



University of Kentucky
College of Nursing
315 College of Nursing Building
Lexington, KY 40536-0232
P: 859-323-5108
www.uky.edu/nursing

DATE

Janie Heath, PhD, RN, FAAN
Dean and Warwick Professor
of Nursing
College of Nursing
University of Kentucky
Lexington, KY 40506

Dear Dean Heath:

This letter is submitted in support of Dr. Judi Dunn's appointment as an adjunct assistant professor in the College of Nursing. Dr. Dunn earned her DNP in 2016. She has 11 years of teaching experience in the College of Nursing, with 6 years a clinical instructor. Student evaluations and written comments indicate is an effective teacher and an excellent clinical mentor. Dr. Dunn has also made important contributions to the DNP program, having served on DNP student committees in the clinical mentor role. There have been situations when Dr. Dunn would have been the ideal person to serve as the second faculty member on a DNP student committee. Appointment as an adjunct faculty member will allow her to fulfill that role.

[SUMMARY PARAGRAPH OF CURRENT POSITION AND WORK HISTORY]

In summary, Dr. Dunn has already made important contributions to the BSN and DNP programs and is qualified to be appointed as adjunct assistant professor to serve on doctoral student committees, consult with and/or mentor students who are interested in doctoral projects related to executive nurse leadership, assist with grading papers, and serve as an expert and/or lecturer across multiple courses including nursing leadership. The consulted faculty unanimously support her appointment. We highly recommend Dr. Dunn for appointment as an assistant adjunct professor.

Respectfully,

Handwritten signature of Sheila Melander in blue ink.

Sheila Melander, PhD, APRN, ACNP-BC, FCCM, FAANP, FAAN
Professor and Associate Dean of MSN & DNP Faculty Affairs

Handwritten signature of Terry A. Lennie in blue ink.

Terry A. Lennie, PhD, RN, FAAN
Professor and Senior Associate Dean

Sample Letter to Provost for Approval



[DATE]

447 College of Nursing
University of Kentucky
Lexington, KY 40536-0232
Phone: 859.323.8071
Fax: 859.323.1357
www.uknursing.uky.edu

Dr. David Blackwell
Provost, University of Kentucky
Lexington, KY 40536-0232

SUBJECT: [CANDIDATE NAME AND CREDENTIALS] Appointment as Adjunct [APPOINTMENT LEVEL] Support

Dear Provost Blackwell:

[CANDIDATE] has requested appointment as [APPOINTMENT LEVEL] in the Adjunct Title Series. My letter in support of [CANDIDATE]'s request is consistent with that of the unanimous support of the College's faculty members who responded to the review for appointment.

Background

[BRIEF PARAGRAPH DESCRIBING BACKGROUND – USE LANGUAGE FROM LETTER TO DEAN REQUESTING APPROVAL]

[CANDIDATE] has already made important contributions with the education of BSN and DNP students (teaching/mentoring) and is qualified to serve on doctoral student committees, consult with and/or mentor students who are interested in pediatric care/education management/program evaluation, assist with mentoring DNP projects, and serve as an expert and/or lecturer across multiple courses including nursing leadership, evidence based practice, and patient/consumer education.

Recommendation

I fully recommend her appointment. Her contributions to advance the mission at UK as an authentic and collaborative academic /research partner, promote recognition for the College of Nursing and continue to serve patients, families, students, communities and organizations are deserving an Adjunct Assistant Professor appointment. Please feel free to call me if you have questions or need further information.

Sincerely,

A handwritten signature in blue ink that reads 'Janie Heath'.

Janie Heath PhD, APRN-BC, FAAN
Dean and Warwick Professor

cc: [SENIOR ASSOCIATE DEAN, REPORTING DEAN AND HR STAFF FOR FACULTY FILE]

Approved Position Description - #1

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

POSITION DESCRIPTION: Adjunct Title Series

Need

This position is needed to continue the implementation of the College's teaching, research/scholarly and/or practice activities.

Position Description

This position requires an individual with specialty expertise. This position carries no funding obligation. The percent of effort assigned to this position will not exceed 10%.

Position Responsibilities

Specific responsibilities of the position include:

1. Providing nursing services in UK HealthCare or other health care facilities.
2. Supervising/Precepting undergraduate or graduate nursing students in clinical learning opportunities as assigned.
3. Assisting with the development and instruction of lectures related to nursing as assigned.
4. Participating in research and evidence-based practice initiatives with College of Nursing faculty, as applicable.
5. Advising Dean and Associate Deans on emerging issues in nursing and health care.

Qualifications for Instructor:

1. Baccalaureate degree and a graduate degree in nursing
2. Ability to serve as a positive, professional role model for nursing students
3. Ability to work effectively with patients/clients, colleagues, and members of the community
4. Active Kentucky or multi-state license as a registered nurse

Criteria for Appointment and Promotion:

Assistant Professor

1. Must have met the qualifications for appointment as an instructor
2. The potential to excel in the area of clinical teaching
3. The potential to excel in the area of clinical practice
4. Evidence of beginning clinical scholarship through participation in the development of new clinical programs, presentations or publications, or participation in research/evidence-based practice.

Associate Professor

1. Must have met the appointment criteria for assistant professor
2. Must present evidence of excellence in the area of clinical teaching
3. Must have evidence of regional recognition in clinical practice
4. Must present evidence of sustained professional development in a relevant clinical area (*e.g.*, maintenance of clinical certification, participation in research/evidence-based practice initiatives, presentation or publication of professional papers)

Professor

1. Must have met the appointment criteria for associate professor
2. Must have continuing excellence in the area of clinical teaching
3. Must have evidence of national recognition in the specialty in clinical practice
4. Must present evidence of ongoing contributions to the development of the clinical specialty area (*e.g.*, participation in research, evidence-based practice initiatives, publication of professional papers, or development of innovative clinical services)

Approved Position Description - #2

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

POSITION DESCRIPTION: Adjunct Title Series

Need

This position is needed to continue the implementation of the College's teaching, research/scholarly and/or practice activities.

Position Description

This position requires an individual with specialty expertise for graduate or undergraduate program needs. This position carries no funding obligation. The percent of effort assigned to this position will not exceed 50%.

Position Responsibilities

Specific responsibilities of the position include:

1. Providing didactic or clinical coursework in designated program.
2. Supervising/Precepting undergraduate or graduate nursing students in clinical learning opportunities as assigned.
3. Assisting with the development, implementation and evaluation of assigned lectures or courses as assigned.
4. Participating in research, evidence-based practice initiatives and/or interprofessional initiatives with College of Nursing faculty, as applicable.
5. Advising Dean and Associate Deans on emerging issues in nursing practice, research and health care systems issues.

Qualifications for Instructor

1. Minimum of a masters in nursing or area of expertise; doctoral degree preferred for graduate program assignment.
2. Ability to mentor and serve as a role model for nursing students.
3. Ability to work effectively with patients/clients, interprofessional team members and colleagues in the community.
4. Active Kentucky or multi-state license as a registered nurse and ARNP licensure if indicated.

Criteria for Appointment and Promotion:

Assistant Professor

1. Must have met the qualifications for appointment as an instructor and a doctoral degree in nursing or area of expertise.
2. The potential to excel in the area of didactic and clinical teaching as attested to by the colleagues and the appropriate reporting administrators.
3. The potential to excel in the area of clinical practice as attested to by colleagues and the appropriate reporting administrators.
4. Evidence of beginning clinical scholarship through participation in the development of new clinical programs, presentations or publications, or participation in research/ evidence-based practice.

Associate Professor

1. Must have met the appointment criteria for assistant professor.
2. Must present evidence of excellence in the assigned area of didactic and/or clinical teaching as measured by the evaluations of students, colleagues and the appropriate reporting administrators.
3. Must have evidence of regional recognition in clinical practice.
4. Must present evidence of sustained professional development in a relevant clinical area (*e.g.*, maintenance of clinical certification, participation in research/evidence-based practice initiatives, presentation or publication of professional papers)

Professor

1. Must have met the appointment criteria for associate professor.
2. Must have continuing excellence in the area of didactic and clinical teaching as assigned and evaluated by students, colleagues and appropriate reporting administrators.
3. Must have evidence of national recognition in the specialty in clinical practice.
4. Must present evidence of ongoing contributions to the development of the clinical specialty area (*e.g.*, participation in research, evidence-based practice initiatives, publication of professional papers, or development of innovative clinical services).
5. Appointment or promotion to the rank of Professor is in recognition of attainment rather than length of service.

Approved Position Description - #3

UNIVERSITY OF KENTUCKY
COLLEGE OF NURSING

POSITION DESCRIPTION: Adjunct Title Series

Need

This position is needed for full implementation of the educational activities and clinical Precepting in adult health and nursing leadership/management within the College of Nursing.

Position Description

This position requires an individual with programmatic, administrative and clinical expertise in advanced practice nursing in adult health. This position carries no funding obligation. The percent of effort assigned to this position is 5-10%.

Position Responsibilities

Specific responsibilities of the position include:

1. Serving as a preceptor and mentor for graduate nursing students during clinical learning opportunities at the University of Kentucky Hospital.
2. Participating in class seminars related to advanced practice nursing, leadership, and/or management.
3. Serving as a liaison to emergency care agencies across the region to provide learning opportunities for students.
4. Conducts and/or facilitates student and faculty research in the emergency care community.

Qualifications for Instructor:

1. Minimum of a Masters of Science degree in nursing with at least 2 years of experience in adult health nursing, administration, nursing leadership or health care systems.
2. Ability to serve as a positive, professional role model for students.
3. Ability to work effectively as a nurse clinician and administrator with patients/clients, colleagues, and members of the community.
4. Ability to engage in clinical scholarship through participation in the development of new clinical programs, presentations or publications, or participation in research.
5. Current Kentucky license as a registered nurse.

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Criteria for Appointment and Promotion:

Assistant Professor

1. Meet the qualifications for appointment as an instructor.
2. Earned PhD in nursing or related field with potential to excel in clinical teaching, nursing leadership, management and/or research.
3. Evidence of local recognition in clinical teaching, nursing leadership, management and/or research.
4. Evidence of beginning clinical scholarship through participation in the development of new clinical programs, presentations or publications, or participation in research.

Associate Professor

1. Meet the appointment criteria for assistant professor.
2. Evidence of excellence in clinical teaching or research.
3. Evidence of regional recognition in clinical teaching, nursing leadership, management and/or research.
4. Evidence of ongoing contributions to the development of the specialty area (*e.g.*, participation in research, publication of clinical papers or development of innovative clinical services).