

Department of Plant Biology Policy for Appointing Adjunct Faculty

As approved by the faculty January 20, 2005

Procedures for application to adjunct faculty status.

1. Application for adjunct status will be made to the Chair of the Department. A recent cv and a letter of nomination must be provided for each candidate. The nomination letter may originate from the candidate or from a PLB faculty member. The letter should include the reasons for requesting adjunct status, the benefits that will be provided to the department by the candidate and the expectations of the candidate from the Department.
2. Completed applications will be brought before the DAC for review. A positive vote from at least four of the six voting members of the DAC is required to move the packet forward to the full faculty. The DAC may recommend that the candidate present a seminar to the faculty prior to a full faculty vote.
3. Pending approval by the DAC, the PLB faculty will review the candidate and vote on acceptance as an adjunct faculty member at a regular faculty meeting. Faculty not able to attend the faculty meeting will be given the opportunity to vote by proxy. Approval by a majority of all PLB faculty is required for acceptance of the candidate as adjunct faculty.

Term of appointment.

All adjunct faculty are appointed for a term of three years. The status of adjunct faculty shall be reviewed by the DAC in the first semester following every three-year appointment period, at which time the adjunct appointment may be continued or terminated.

Policy concerning PLB expectations of adjunct faculty.

PLB expects, and will strive to ensure, that its relationship with its adjunct faculty will be a mutually beneficial one. Whereas the adjunct appointee will derive a variety of privileges relating to his/her association with the Department, the Department will in turn benefit in various ways that will differ among appointees, depending upon the nature of their Department involvements. One primary mode of participation that is important to the Department is involvement in the teaching program. Generally, adjunct appointees are expected to contribute to this program, either through the provision of guest lectures in one or more courses offered by PLB under the supervision of one of its regular faculty members, or through supervision of a course, or portion thereof, for which PLB has responsibility. This may also include courses in the ISB and Biological Sciences programs. As the nature of each adjunct appointment is unique, the specific role of the adjunct appointee in the teaching program, and in other Department activities and functions, will be determined on a case by case basis prior to the finalization of the initial appointment and any subsequent reappointments.

Policy concerning financial support of PLB graduate students directed by adjunct faculty.

Before agreeing to serve as major professor for a graduate student appointed through PLB, adjunct faculty are asked to ensure that they have the funds required to support that student. PLB will provide TA funds during the one (for MS) or two (for PhD) semesters during which the student is required to serve as a teaching assistant as long as the teaching is performed on behalf of a PLB course or in fulfillment of Department obligations to the BioSci or ISB programs. However, PLB cannot guarantee that funds will be available during other semesters. In situations where advisor-related sources of funding become unavailable, for reasons beyond the control of the adjunct faculty member, PLB will make every effort to provide a teaching assistantship for the student but, as such positions are in limited supply, can not ensure that such funding will be available. Thus, it is extremely important for the adjunct faculty member to take these matters into careful consideration prior to agreeing to accept a graduate student advisee through PLB.