



## POLICY & PROCEDURE DOCUMENT

NUMBER: 1.12701

DIVISION: Academic Affairs

TITLE: Adjunct Faculty

DATE: ~~March 21, 2011~~ January 10, 2022

Authorized: ~~Dr. Gordon Emslie~~ Dr. Robert Fischer, Provost and VPAA

### I. Purpose and Scope

The title of Adjunct Faculty may be used when a qualified person from WKU or another institution of higher education, or from business, industry, government, or private practice, has established a professional relationship with an academic unit at WKU and actively contributes to the strengthening and advancement of the academic mission of the Department, the School/College and the University.

In addition, this title recognizes a person of established reputation or distinction in his/her field who works with WKU graduate and/or undergraduate students or as a member of a special research team and/or who offers special, non-compensatory instruction in their discipline. **WKU Retired and/or Emeritus faculty are eligible for this position on a year-to-year basis if they have a demonstrated need for enhanced services.**

### II. Policy

1. Adjunct faculty occupy a special status but are not considered as "faculty," as defined in the Faculty Handbook. Appointments to the faculty with an adjunct title are without pay and shall be for a stated period of time not to exceed five years and ending on a date of June 30. Such appointments may be renewed; however, in the absence of explicit renewal they shall terminate upon expiration of the stated period of appointment without notification of nonrenewal. **WKU Retired/Emeritus faculty may only serve one-year appointments, but they are renewable annually if approved by June 1 for the upcoming year.**

2. Adjunct faculty receive no salary unless separately contracted, and shall not be entitled to tenure or other faculty benefits unless specifically authorized. Benefits that are available to adjunct faculty include the following: WKU Store discounts, purchase of WKU faculty/staff parking permit, issuance of a WKU ID card for library privileges, faculty/staff discounts for athletic ticket purchases, and discount in the WKU cafeterias. WKU Retired/Emeritus faculty with Adjunct status are eligible for WKU Affiliate status, which can include additional IT Services and use of the university as an agent for external grant applications.

### III. Procedure

#### A. Appointment

Candidates for adjunct faculty status may be nominated by any member of the faculty. Candidates should submit their credentials for review by a committee comprised of the tenured members of the department in which the appointment is desired. This committee shall submit its recommendation to the department head, who shall review the credentials and forward his/her recommendation to the college dean. For WKU Retired/Emeritus faculty with adjunct status, the department head/chair/director must indicate whether the nominee should receive WKU Affiliate status and what other material commitments the department and college will provide (i.e., office space, lab access, etc.) Positive recommendations by the dean should be forwarded to the Provost for review. Upon the Provost's concurrence with the positive recommendation of the dean, the Provost shall notify the dean, who will prepare the letter of appointment. Adjunct status may be revoked at any time by the department head, dean, or Provost.

IV. Reason for revision: Policy changed to create a path for retired/Emeritus faculty to receive additional IT privileges and grant application support if appropriate.

#### V. Related Policies

##### 1.103V Emeritus Status

Appendix – Sample Offer Letter

Dear Dr./Ms/Mrs./Mr. \_\_\_\_\_

Based on the recommendation of Dr. \_\_\_\_\_, and with the concurrence of the Provost and Vice President for Academic Affairs, I am pleased to appoint you as an adjunct faculty member in the Department of \_\_\_\_\_ for the period of \_\_\_\_\_ through June 30, 20\_\_\_. This appointment may be renewed by mutual agreement.

As an adjunct faculty member, you will receive no salary unless it is separately contracted, and you shall not be entitled to tenure unless specifically authorized outside the scope of this appointment. Benefits that are available to adjunct faculty include the following: WKU Store discount, purchase of WKU faculty/staff parking permit, and the issuance of a WKU ID card for library privileges (see attached). You are also eligible for faculty/staff discounts for athletic ticket purchases, and discounts in the WKU cafeterias.

[Paragraph to include for WKU/Retired faculty] As Emeritus (or retired) faculty, we also grant you WKU Affiliate status, which can include additional IT services as dictated by need. With that eligibility in place, additional IT services beyond the base services may be requested through current standard processes. In addition, the department/college will provide [insert other office/lab or other material benefits].

We are very pleased with your appointment to this special faculty status at Western Kentucky University and look forward to a mutually beneficial interaction over the coming years.

If you have any questions about this appointment, please do not hesitate to bring them to my attention.

Sincerely

\_\_\_\_\_

Dean, \_\_\_\_\_

Enclosure

xc: Provost  
Department Head  
Director of Human Resources  
Asst Vice President IT Services  
Faculty File