

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Appointment of Adjunct/Affiliate Faculty		SOP #: FAF.008.04
Effective Date	09.02.2020	
Last Revision/Review	9.11.2025	

1. Purpose

This procedure describes the processes involved in appointing adjunct and affiliate faculty.

2. Related Policy/Authority

Burrell College Bylaws
Burrell College Faculty Handbook
SOP FAF.001 Securing Visiting Faculty and Guest Lecturers

3. Faculty/Staff Responsibilities:

Department Chair, Assistant/Associate Dean or CAO: Identify prospective visiting faculty for appointment

Faculty Affairs: Process adjunct appointments for visiting faculty

Office of Research & Sponsored Programs: Review adjunct appointment requests for proposed research mentors

4. Definitions/Abbreviations

Adjunct faculty: Individuals who provide service that constitutes less than 0.5 Full Time Equivalents in aggregate. Adjunct faculty participate in teaching, scholarly activities, and/or service activities that contribute to the College. Adjunct appointments are for up to three (3) years, and will terminate without notification at the end of the contracted appointment term.

Affiliate faculty: Individuals who assume limited leadership roles in the osteopathic medicine program and contribute to the College through administration, teaching, scholarly activities, and/or service activities. Affiliate Faculty provide a minimum of .2 FTE, but less than .5 FTE

5. Procedural Steps

- 1) An adjunct or affiliate appointment may be requested for a faculty member by a department chair or Assistant/Associate Dean, or the Dean/CAO. Generally, this occurs at the initiation of a part-time contract, but could occur at any time. Appointment does not necessarily require that the faculty member is employed or contracted by the College.
 - a) Adjunct Faculty Appointments:
 - i) Adjunct appointments are initiated by submitting a request via email to the Chair of the proposed department along with a copy of the prospective's appointees curriculum vitae to the Office of Faculty Affairs. The process for reviewing and approving Adjunct Faculty is illustrated in the flow chart.
 - ii) Faculty Affairs will obtain an official transcript for the highest degree from the prospective faculty member to process an appointment. For faculty holding a medical degree (D.O. or M.D.), official certifications that require prior degree verification (e.g. board certification) may be used as a proxy for transcripts. License and board certification, which can be obtained from databases, will also be included in the appointment documentation stored electronically by the Office of Faculty

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Affairs.

- i) For adjuncts who are will not be serving in a teaching position (i.e: research mentor, staff appointment, etc.) the College may provide a Burrell adjunct appointment if the individual is appointed at an accredited institution. Appointment files for a non-teaching adjunct position will include the individual's CV and Burrell College appointment letter.
 - iii) Appointments will be made to the department that most closely aligns with the faculty member's background. The department chair, having been previously consulted, will be copied on the appointment letter and HR will be copied for Burrell employees.
 - iv) Adjunct appointments will be made for faculty serving at .5FTE or less.
 - v) Rank will be assigned as follows: **instructor** for individuals not holding a terminal degree or for residents or physicians who have not completed a residency; **assistant professor** for those holding a terminal degree and having completed a medical specialty residency (if physician), but with no prior faculty appointment; and at the **same level** as their highest appointment at another accredited institution of higher education.
- 2) Affiliate Faculty appointments
- i) Affiliate appointments will be made for faculty serving between .2FTE and .5FTE. Rank should be assigned as follows: assistant professor for those holding a terminal degree and having completed a medical specialty residency (if physician), but with no prior faculty appointment. For ranks above the assistant level, the faculty member's CV will be forwarded to the Appointment and Promotion Committee for recommendation of rank. Affiliate faculty may identify their rank in their title and are not required to use the term "Affiliate".
- 3) Approval and Review of Appointed Faculty
- i) The Assistant Dean of Faculty Affairs will sign off on faculty appointments as the designee of the Dean of the College. The Dean may make or change faculty appointments at any time.
 - ii) In late spring each year, department chairs will receive an abbreviated evaluation form for affiliate faculty in their departments. If the chair of the department is not the direct supervisor of the faculty member, another individual will be identified to complete the evaluation.

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- iii) The results of the evaluation will be used in consideration for re-appointment and may be used in consideration for re-hire of the faculty member.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Department Head of Faculty Affairs

8. Signature

Approved by 9.11.2025
Department Head of Faculty Affairs | Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
12.30.22	All	Updated procedure to allow appointment of research faculty with adjunct title		1.10.23
1.5.23	All	Updated Hyperlinks		1.10.23
4.4.2023	5	Add information about affiliate faculty are not required to add affiliate to the rank		4.4.2023
11.29.2023	All	Removed redundant section covered in FAF.001		11.30.2023
9.11.2025	5	Updated paperwork requirements for non-teaching adjuncts.		9.11.2025