

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Appointment of Adjunct/Affiliate Faculty</b>		<b>SOP #: FAF.008.01</b>
Effective Date	09.02.2020	
Last Revision/Review	1/18/2023	

### 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

### 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

Visiting Instructor: Individual hired to teach a block of sessions or several sessions over an extended time period; generally will be offered an adjunct appointment and IT resource credentials (library, LEO, etc.); may be employed by Burrell or contracted.

Adjunct faculty: Individuals who provide service that constitutes less than 0.5 Full Time Equivalent 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

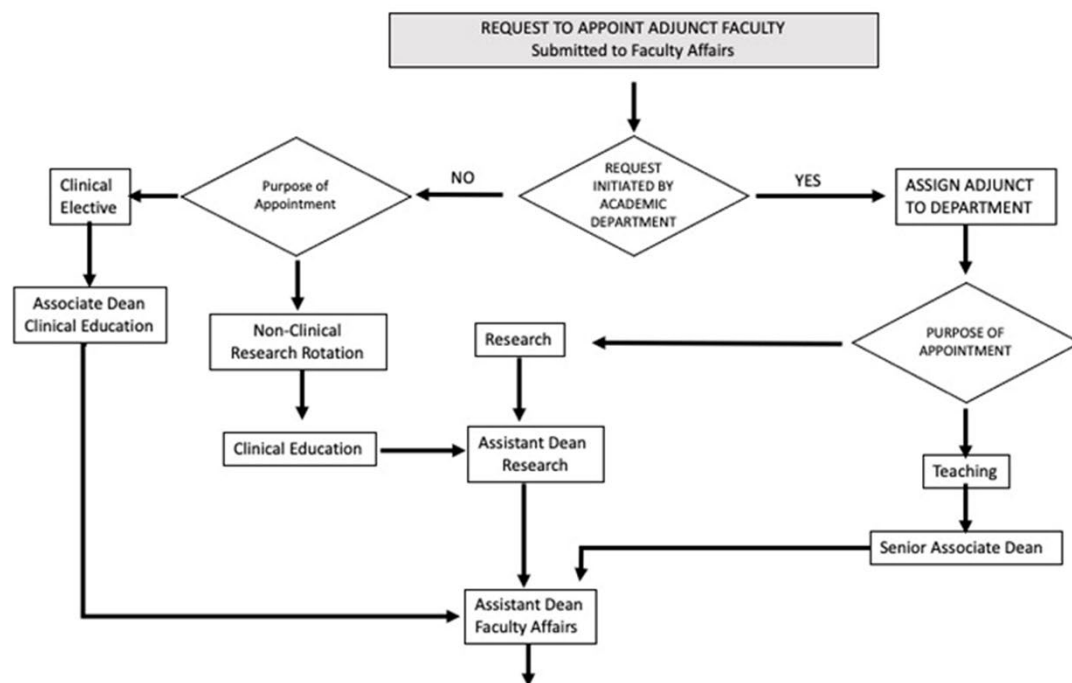
- 1) An adjunct or affiliate appointment may be requested for a faculty member by a department chair or Assistant/Associate Dean, or the Dean/CAO. Generally, this occurs at the initiation of a part-time contract, but could occur at any time. Appointment does not necessarily require that the faculty member is employed or contracted by the College.
  - a) Adjunct Faculty Appointments:
    - i) Adjunct appointments are initiated by submitting a completed Request to Appoint an Adjunct Faculty Form 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.

- 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 cc'd on the appointment letter and HR will be cc'd 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.



Appointment Decision Communicated by Faculty Affairs to Human Resources, Department Chairs, Assistant/Associate Deans, and Dean. Adjuncts not assigned to Academic Department Remain in Faculty Affairs.

### 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.

### 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 \_\_\_\_\_ 1/18/2023  
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