

### **Appointment of Unpaid Adjunct Faculty Members**

The prior approval of the provost is required to appoint a qualified individual to an unpaid adjunct faculty position at the University of Arkansas. Such appointments are typically made to individuals with special expertise and experience needed by the department or program on a temporary basis. Appointments should be made at the beginning of an academic or fiscal year or at the beginning of the academic term during which the individual will be needed. Such appointments will terminate at the end of the year or term of appointment and may not last longer than a year, although such appointments may be renewed.

A request on the attached form (Academic Policy 1405.19A) from the department chair is submitted for approval to the school/college dean along with a vitae or resume, and upon the dean's approval, forwarded to the provost for approval. Contents of that request should include:

1. the individual's name
2. the requested faculty title
3. the department faculty vote
4. the specific reason for the appointment
5. the period of appointment
6. the individual's current title, position, or affiliation if he or she is in a paid position at the University of Arkansas or elsewhere.
7. For individuals not in a paid position at the U of A, the terminal degree held and/or the qualifying experience/expertise.

Should the individual need to be reappointed following the conclusion of the original appointment period, a new request must be submitted.

The approved request will be faxed to the dean's office and the dean's office will in turn notify the department of the approval and enter the individual as an affiliate in the BASIS system for the approved period of time.

NOTE: A request for graduate faculty status still needs to be processed through the Graduate School. Forms can be found at <http://www.uark.edu/depts/gradinfo/forms/departmentforms.html>.