

Office of
Faculty Affairs

Appointments,
Promotion
& Tenure

ADJUNCT APPOINTMENT GUIDELINES

Where every step forward is
SEEN, SUPPORTED, & CELEBRATED



Wake Forest University
School of Medicine



ADVOCATE HEALTH

Adjunct Faculty Appointment Guidelines and Process

Adjunct Faculty

Adjunct Track Appointments	
Eligibility	<ul style="list-style-type: none"> • All faculty <u>not</u> employed by WFUHS, Atrium, Advocate/Aurora, Navicent and Floyd, and contract affiliates that provide medical education functions. • Candidates with primary faculty appointments at other academic institutions
Extramural funding expectation	<ul style="list-style-type: none"> • None
Scholarly productivity expectation	<ul style="list-style-type: none"> • Low
Entry level rank	<ul style="list-style-type: none"> • Adjunct Assistant Professor
Rank increase at hire	<ul style="list-style-type: none"> • N/A
Tenure eligible at appointment	<ul style="list-style-type: none"> • Not Eligible
Promotion eligible	<ul style="list-style-type: none"> • No
Track change eligible	<ul style="list-style-type: none"> • N/A
Tenure clock	<ul style="list-style-type: none"> • N/A
Submission requirements	<ul style="list-style-type: none"> • CV and Chair letter for all candidates • Administrative appointment managed at departmental level
Legacy Tracks/Ranks	<ul style="list-style-type: none"> • Adjunct Instructor • Adjunct Assistant Professor • Adjunct Associate Professor • Adjunct Professor



Adjunct Faculty Appointment Guidelines and Process

Professional employees of collaborating institutions or faculty who hold a primary academic appointment at an institution other than WFUSM or WFU are eligible for adjunct appointments. Adjunct faculty appointments carry no financial obligation of the academic department to the adjunct faculty member. Adjunct appointments will have a departmentally administered progression of titles Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor. Employment by the collaborating institutions or Health System affiliates supersedes the adjunct appointment and therefore if collaborating institution or Health System affiliate employment is terminated, the adjunct appointment automatically terminates. These appointments may be terminated if the reason for the adjunct appointment no longer exists. Faculty requesting adjunct appointments will be appointed at the same rank as the primary appointment from their home institution with the modifier “Adjunct” (e.g., Adjunct Assistant Professor). Any subsequent changes to professional title or rank will align with academic progression from the primary institution. Ranked adjunct faculty appointments do not accrue time in rank towards future promotion on other tracks and are reviewed annually for renewal.

Initial Appointment as an Adjunct Faculty

The appointment as an Adjunct Faculty is managed at the Department level. To initiate an appointment as an Adjunct Faculty, the Chair should submit the following to the Office of Faculty Affairs, to the attention of the Senior Associate Dean:

- i. Current CV
- ii. Letter from the hiring Chair documenting the candidate's qualifications for the rank of Faculty Instructor.

The Senior Associate Dean will review the material to confirm the qualifications of the candidate and give final approval.

Relinquishing Appointments at Other Academic Institutions

Adjunct and primary academic appointments at other academic institutions are permitted, and candidates are not required to relinquish those appointments.

