

University of North Carolina
School of Nursing
Adjunct Faculty Member
Information and Guidelines

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University of North Carolina at Chapel Hill

School of Nursing

Adjunct Faculty Member

Information and Guidelines

I. MISSION STATEMENT

The mission of the School of Nursing is to improve the health and well-being of the people of North Carolina and the nation, and, as relevant and appropriate, the people of other nations, through its programs of education, research, and scholarship, and through clinical practice and community service. The School accomplishes its mission as steward of the public interest by:

- a) Providing high-quality education within an environment of scholarly inquiry to prepare competent and compassionate practitioners and scholars of, and leaders in, nursing who will actively contribute to the goal of a healthy state and nation,
- b) generating, integrating, disseminating, and using knowledge for practice and policy,
- c) creating vibrant and supportive lifelong learning environments to ensure a cadre of nurses who value and participate in scholarship and lifelong learning and who quickly respond to and effectively address the changing health needs and problems of the state and nation,
- d) ensuring equal and fair access to its programs to guarantee that a gender- racially/ethnically-, and culturally-diverse professional group will be ready to serve a similarly diverse population, and

- e) fulfilling its covenant of care with the public it serves.

II. Definition, Role and Responsibilities of Adjunct Faculty Members

Adjunct faculty members make significant contributions to the mission and goals of the School of Nursing (SON) in the areas of teaching, research and scholarship, lifelong learning, health policy and/or service efforts. While the responsibilities of adjunct faculty are limited due to the part-time nature of the work, the scope of their involvement is broad and can include (but is not limited to):

- Matching student needs with clinical learning opportunities
- Evaluating the clinical placement process
- Serving as clinical preceptors
- Offering teaching expertise as guest lecturers or panel participants
- Collaborating in teaching, research and scholarship
- Serving on student committees as members or “readers”
- Serving on school committees, subcommittees, and/or task forces
- Assisting with curriculum development, review, and update
- Serving as agency liaison between the SON and the adjuncts’ places of employment
- Mentoring faculty and/or providing advice or consultation
- Assisting with student recruitment
- Promoting professional development, responsibility and opportunity

An adjunct faculty member is usually not employed by the University although some adjunct faculty members hold primary appointments in the University. Adjunct faculty members maintain an ongoing working relationship with the School and its programs, faculty and students, and are a vital link between the School and the community. Their contributions receive formal recognition through adjunct faculty appointments.

III. Terms of the Appointment

Adjunct faculty members are appointed to the University of North Carolina at Chapel Hill School of Nursing. Appointments for adjunct faculty include Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor. Initial appointments to these ranks may be for a fixed term of one to five years. Adjunct faculty members may not acquire tenure within this classification but may be promoted to a higher rank. The Office of Community Partnerships and Practice (OCP) is responsible for processing all adjunct faculty appointments and reappointments.

An adjunct faculty member may terminate the appointment before the approved term expires by submitting a written notice to OCP. Likewise, the SON may terminate the adjunct faculty appointment before the approved term expires by written notice to the adjunct faculty member.

When a partnering faculty member (the communication conduit for the adjunct faculty member) retires or resigns, she/he will notify the OCP of another faculty member who agrees to assume the role of partnering faculty member for the rest of the term.

Adjunct faculty members are advised of the following conditions in accepting the appointment:

- They will receive limited University benefits (access to libraries and UNC One Card) (see Section IV E, Benefits for Adjunct Faculty Members)
- They will receive no benefits related to health or life insurance, or to retirement.
- Adjunct faculty are non-voting members of the SON faculty.
- Adjunct faculty are not eligible for worker's compensation.
- The appointment is unsalaried (i.e., a salary is not received on an ongoing basis).

Occasionally, a Division Chair may ask an adjunct faculty member to assume specific responsibilities for a course or clinical group for compensation. Division Chairs will notify OCP of such arrangements after they are negotiated and accepted by the adjunct faculty member. Adjunct faculty are expected to disclose all compensated

employment to the division head when discussing a potential course or clinical assignment with the SON. In the case in which an adjunct faculty member is already employed by a state agency or university and receives compensation on that basis, the SON compensation will be negotiated consistent with current university and state guidelines.

A. Initial Appointment

Because appointments for adjunct faculty members are conferred by the School and the University, the appointment procedures that apply to faculty also apply to adjunct faculty. According to University guidelines, the documentation required for non-salaried adjunct appointments is similar to other fixed-term appointments.

New adjunct faculty appointments are most often initiated in one of two ways: 1) faculty members who have worked with an individual over time may encourage and recommend the individual for an adjunct faculty appointment, and 2) interested individuals who have contributed to the mission of the School in the past may request an adjunct faculty appointment by discussing their role as an adjunct faculty member in the School with a faculty member.

The adjunct faculty appointment is faculty driven. The partnering faculty member will consider the following criteria before initiating an adjunct faculty appointment:

- The adjunct faculty member has contributed to the mission and goals of the SON in the past.
- The partnering faculty member identifies or confirms the need for adjunct faculty to fulfill specific roles and responsibilities.
- The adjunct faculty candidate has an academic degree at the master's level or higher, with exceptions granted for past experience or exceptional contributions.
- An adjunct faculty member may not recommend the appointment of another adjunct faculty member.

When the partnering faculty and the adjunct faculty candidate have agreed on the candidate's role and responsibilities, the partnering faculty will submit a letter of recommendation to the Associate Dean of OCPP describing the candidate's

qualifications, role and responsibilities. The candidate will submit required documentation including a current curriculum vitae and letter addressed to the Associate Dean of OCPP specifying the capacity and willingness to serve in the described role. The Associate Dean of OCPP then submits a letter endorsing the nominee as an adjunct faculty member with recommended rank and length of appointment to the Dean along with the required information. Some candidate packets must first be reviewed by the Appointment, Promotion, and Tenure (APT) Committee of the SON or the APT Chair, while other packets may be forwarded directly for final university approval.

<http://nursing.unc.edu/faculty/docs/apt.pdf>.

After submitting the appropriate university forms, adjunct faculty members may have a graduate faculty appointment which enables them to serve as a member on, but not chair, graduate student committees.

B. Reappointment

The procedure for reappointment as an adjunct faculty member is similar to the appointment process described above. Reappointment to the SON remains “faculty driven.” The criteria for reappointment include the following:

- Partnering faculty member confirms that the adjunct faculty member’s contributions to the SON during the past term of appointment were highly satisfactory and that the role and responsibilities outlined in the appointment letter were met during the term.
- Partnering faculty member confirms that the need for adjunct faculty to fulfill specific roles and responsibilities continues to exist.

C. Promotion

An adjunct faculty member considering or being considered for promotion must discuss the prospective promotion with the partnering faculty. In general, at the time of reappointment the partnering faculty member notifies the Associate Dean of OCPP of adjunct faculty members who have exceptional records of service to the School and/or who have made contributions to their discipline. Adjunct faculty members may be

promoted to a higher rank according to the SON “*Appointment, Promotion and Tenure*” guidelines <http://nursing.unc.edu/faculty/docs/apt.pdf>.

The nominating letter from the partnering faculty will provide evidence of excellence in clinical, service (administrative and practice), research or teaching as documented in an updated curriculum vitae and other support material. Promotion recognizes achievement since the previous appointment with the SON and indicates that the School is confident in the member’s ability to continue in his/her accomplishments. Assistant or associate adjunct faculty members being considered for promotion will need to submit an updated curriculum vitae (CV) using the School of Nursing CV template in APA format.

The APT Committee will review promotion requests of adjunct faculty members at a scheduled meeting during the academic year and will invite the Associate Dean for OCPP to attend the portion of the committee meeting related to the promotion review.

IV. Fostering the Adjunct Faculty Role

A. Adjunct Faculty Database

The School values the many contributions that adjunct faculty make to the SON mission and desires strong partnerships between adjunct faculty and other faculty members. Through the term of the appointment, the adjunct faculty member works closely with the partnering faculty member to fulfill the role and responsibilities agreed upon and outlined in the nominating letter. The Administrative Assistant from OCPP will include a copy of the nominating letter with a letter of welcome after the approval of the appointment or reappointment, with a signature line for the adjunct faculty to sign to confirm acceptance. Specific information from the adjunct faculty will be submitted as part of the appointment or reappointment process to be incorporated into an adjunct faculty database. Should SON faculty members need a guest speaker or a clinician for a specific project or educational experience, they can readily locate the adjunct faculty member using the database to identify adjunct faculty business contact information, area of expertise, and partnering faculty member. Faculty members will be reminded each year to use the database as a resource.

B. Partnering Faculty Members

The Associate Dean of OCPP will meet with faculty in faculty meetings at least once each year to review the adjunct faculty database, highlight exemplary partnerships, and assess adjunct faculty roles within the SON. Successful partnering faculty and adjunct faculty member dyads communicate on a regular basis, learn from each other, and evaluate the role on a continuous basis.

C. Connections with the SON

Adjunct faculty members are encouraged to participate in the Adjunct Faculty Appreciation Day. This is an excellent occasion to meet SON faculty, interact on an informal basis, and receive updates on SON news.

Adjunct faculty are welcomed and encouraged to participate in other events and activities sponsored by the School. Attendance at presentations by visiting professors, faculty candidates, and SON faculty may be of particular interest to adjunct faculty.

Adjunct faculty members may participate (without voting) in SON meetings. In addition, SON Affinity Groups can serve as an avenue to strengthen adjunct faculty partnerships if adjunct faculty members can attend to discuss educational, research, and service issues and opportunities.

The OCPP provides the School's Office of Advancement with a mailing list of adjunct faculty to receive the School's Carolina Nursing publication. This informative journal highlights faculty projects and school initiatives.

Adjunct faculty members are expected to take an active role in fulfilling the role and responsibilities outlined in the nominating letter. Likewise, partnering faculty are expected to take an active role in fostering the work of adjunct faculty members. Personnel in OCPP can assist as needed with communication issues or other strategies to enhance strong partnerships between SON faculty and adjunct faculty members.

D. Adjunct Faculty Listserv

The OCPP will maintain an up-to-date listserv specific to adjunct faculty. The Administrative Assistant reviews requests that will be disseminated on this list in an

effort not to inundate adjunct faculty with unnecessary email communication. The listserv will communicate invitations to SON events and other relevant information

E. Benefits for Adjunct Faculty Members (see Appendix)

Adjunct faculty members are entitled to a UNC One Card, which gives them access to the services and resources of all of the UNC-Chapel Hill libraries. The Administrative Assistant for OCPP will help adjunct faculty obtain a UNC One Card by explaining the process and providing directions to the appropriate campus office where UNC One Cards are processed.

Appendix A (Helpful websites for adjunct faculty)

UNC Website	http://www.unc.edu/
UNC-Chapel Hill events	http://www.unc.edu/events/
SON Faculty handbook	http://nursing.unc.edu/faculty/fac_hb/index.html
UNC One Card	www.onecard.unc.edu
PID number	http://www.pid.unc.edu/
ONYEN services	https://onyen.unc.edu/cgi-bin/unc_id/services
Libraries:	http://www.lib.unc.edu
Computer-based training:	http://cbt.unc.edu/
Sports events:	http://tarheelblue.ocsn.com/
State Employees Credit Union	http://www.ncsecu.org/
Heels for Health:	http://www.heelsforhealth.unc.edu/heels_resources.html
UNC Faculty handbook:	http://www.unc.edu/faculty/faccoun/handbook/toc.htm
Definition of Joint Appointments:	http://www.unc.edu/faculty/faccoun/tenure/Sec2.html
Definition of Dual Appointments:	http://www.ais.unc.edu/busman/fpb/fpbpol7.html

Appendix B

Paperwork Processing

