

Crop and Soil Sciences
Adjunct Faculty Appointment Guidelines
Last Updated: 21 February 2005

POSITION: _____

1. CSS faculty member wishing to make nomination must submit letter and vitae of adjunct candidate to Department Head.
2. Candidate presents seminar to CSS faculty via GSAMS (Athens, Tifton, Griffin)
3. Vote of all CSS faculty is taken.
4. Upon a receipt of a positive vote, candidate is requested to submit the following:
 - _____ Appointment Request Form for Faculty Position
 - _____ Degree Certification
 - _____ Vita
 - _____ Three Letters of Recommendation
5. Upon receipt of above documentation, DH will complete the following items and forward the appointment package to the Dean for college approval and forwarding to the Board of Regents for University Approval
 - _____ Personnel
 - _____ Cover letter from DH to Dean
6. Upon receipt of BOR approval, candidate will be notified giving the beginning date of his/her appointment.

NOTE: Appointments that are in progress are reviewed monthly and appropriate persons are notified as to what is still outstanding and the status of the process