

Department of Crop and soil Sciences
Adjunct Faculty Policy
Last Updated: March 15, 2010

The Department of Crop and Soil Sciences has always supported the appointment of Adjunct Faculty. The purpose of these appointments has historically been based on the desire of an applicant and a member of the department to have a formal relationship. Recently, the need to specifically define and justify the appointment of Adjunct Faculty and the continuation of the appointment has occurred. Therefore, the following revised guidelines have been approved by the Department of Crop and Soil Sciences faculty.

Proposed Guidelines

1. CRSS faculty member wishing to make nomination must submit letter and vitae of adjunct candidate to Department Head. Letter must include:
 1. Position requested (i.e., research scientist, professor, etc.)
 2. Background information on candidate
 3. Justification for request (include one or more departmental expectations**)
 4. Qualifications of candidate
2. Candidate presents seminar to CSS faculty via teleconference (Athens, Tifton, Griffin)
3. Vote of all eligible 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
 - _____ Original transcripts
 - _____ 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.
7. University guidelines require all adjunct faculty be reviewed every three years.
8. Original nominator will submit to the department head adjunct faculty's vita along with a letter outlining contributions to the department and justifying continuation of the appointment.
9. Vita will be forwarded to eligible faculty for review and vote.

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

*****Departmental Expectations***

- Serve as graduate student committee member or chair (pending graduate faculty status approval)
- Cooperate on research/extension projects
- Provide teaching support
- Provide access to other organizations/institutions
- Provide other services to meet the departmental mission