

## **Department of Geography and Human Environmental Studies**

### **Appointment and Review Process for Adjunct Faculty**

Adjunct faculty may be formally nominated by the Department to associate themselves with the Geography Department at SFSU even though they may be employed elsewhere. These individuals should generally have earned a doctoral degree and may be researchers at other institutions who provide opportunities for SFSU faculty/students to advance their research and scholarship.

Upon recommendation by the Department, the Department Chair should forward the resume of an individual who is recommended for an Adjunct faculty position to the Dean. The following must be included:

- Résumé of the proposed Adjunct faculty member;
- Indication by the proposed Adjunct faculty member of his/her willingness to accept the appointment;
- Recommendation by a Department faculty member
- Recommendation by the proposed Adjunct faculty member's Dean or Supervisor;
- A statement by the proposed Adjunct faculty member of the types of anticipated or past involvement in the department.
- A two year appointment period and specified ending date.

Applicants are expected to give a research presentation as part of the departmental approval process.

Adjunct faculty may be designated as Adjunct Professor, Adjunct Associate Professor, or Adjunct Assistant Professor to reflect the level of accomplishment that, in the judgment of the Department and Dean at SFSU, has been achieved by the individual under consideration. When the approval process is complete, the proposed Adjunct member will be invited to assume Adjunct status and may then use the designated title as appropriate. Adjunct faculty may also teach, advise and/or supervise students, with Department approval; they may offer department colloquia and carry out other university and public service consistent with their assignments.

Adjunct faculty will be reviewed by the Department faculty every two years. The review will assess the level of engagement of the Adjunct faculty member and the advantages/disadvantages of continuing the association. Review materials will consist of an updated resume, a statement from the Adjunct faculty member specifying their involvement and contributions to the Department during their past two years as an adjunct. At the conclusion of the evaluation, if Department faculty conclude that reappointment is desirable, approval by the Dean and Provost is required.

Voluntary Adjunct faculty do not receive voting privileges in the host department but they otherwise may have access to university resources similar to those offered to all tenure track and lecturer faculty. These may include office space, access to secretarial and related assistance, the purchase of parking privileges, an e-mail account, mail delivery in the department, library privileges, bookstore discount, and so on.

*Approved 03/02/2012*