

ADJUNCT and VISITING FACULTY APPOINTMENTS

(At any faculty rank)

Hard copy documents must be submitted to the Office of Academic Affairs.

INITIAL APPOINTMENT:

1. Faculty Personnel Appointment Form (PAF 500) – Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). (Note the HR Posting Number on the form, if appropriate).
2. **Only if a paid appointment:** Copy of Employment Eligibility Verification (I-9) form. Attach legible copy/copies of proof of citizenship (U.S. citizen) or work authorization (non-U.S. citizen).
If unpaid: neither the I-9, nor the proof of citizenship or work authorization are required.
Note: If there is any possibility of the faculty member receiving any salary, compensation, honorarium, etc., the I-9 is mandated.
3. [Intellectual Property Agreement \(IPA\) Form](#) or [Visiting Scientist Agreement \(VSA\)](#). The original IPA or VSA should be forwarded to ORPA (Box 270140), and a copy provided to the Office of Academic Affairs.

If the faculty member will be participating in University research using significant University Resources (defined [here](#)), the VSA is required.

If the faculty member's involvement is solely teaching, clinical, or research not involving significant University Resources, the IPA or VSA is not required. It is the responsibility of the Department Chair to make this determination. The University's policy on Significant Use of University Resources and Intellectual Property Ownership is available [here](#).

Examples:

Dr. Smith, a physician in private practice, will teach a skills course for three hours. No IPA or VSA is required.

Dr. Jones, a staff physician at Alpha Hospital in Anywhere, NY, will refer patients to a clinical trial being performed at the University of Rochester. Dr. Jones has no role in the trial, he is simply referring patients. No IPA or VSA is required.

Dr. Nobel, a faculty member at Science University in Anyplace, MA, will collaborate on a research project with Dr. Investigator at the University of Rochester. As part of this collaboration, Dr. Nobel will use the University's multiphoton core and specialized department microscopes. The VSA is required.

4. Completed [Faculty Recommendation Form](#)
5. Department Chair/Center Director recommendation letter – Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). For joint appointment(s), include recommendation letter from appropriate Department Chair(s) and/or Center Director(s).
6. Current Curriculum Vitae
7. For Visiting Faculty, not paid by UR, proof of health insurance must be provided.
8. For Adjunct Associate Professor and Adjunct Professor: Provide 1-2 referee letters (may be internal or external referees)

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PROMOTIONS (Adjunct Faculty only):

Adjunct Faculty:

1. Faculty Personnel Action Form (PAF 510)
2. Completed Faculty Recommendation Form
3. Department Chair/Center Director recommendation letter – Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s). For joint appointment(s), include recommendation letter from appropriate Department Chair(s) and/or Center Director(s).
4. Current Curriculum Vitae – following either URSMD (see Appendix II of the [SMD Regulations of the Faculty](#), pages 38-40), or eCV format.

REAPPOINTMENTS:

Adjunct Faculty:

1. Faculty Personnel Action Form (PAF 510) - Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s).
2. Adjunct Instructor through Adjunct Assistant Professor - **either** a Department Chair/Center Director recommendation letter **or** the [Adjunct Faculty Reappointment Form](#) (see Appendix B)
3. Adjunct Associate Professor and Adjunct Professor - Department Chair/Center Director recommendation letter **and** the [Adjunct Faculty Reappointment Form](#) (see Appendix B)

Visiting Faculty:

1. Faculty Personnel Action Form (#510) - Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s).
2. Department Chair/Center Director recommendation letter - Must be signed/countersigned by appropriate Department Chair(s) and/or Center Director(s).