ADJUNCT and VISITING FACULTY APPOINTMENTS
(at any faculty rank)

APPOINTMENTS:

1. 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)
   **Note:** If there is any possibility of the faculty member receiving any salary, compensation, honorarium, etc., the I-9 is mandated.

2. Copy of Intellectual Property Agreement Form

3. Faculty Personnel Action Form (PAF #500) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s).

4. Completed and signed Faculty Recommendation Form

5. Department Chair/Center Director recommendation letter (For joint appointment(s) include recommendation letter from appropriate Department Chair(s))

6. Current Curriculum Vitae

7. **For Adjunct Associate Professor and Adjunct Professor:** Provide 1-2 referee letters (can be internal or external referee)
   **Note:** Adjunct and Visiting appointments should be for one year; however, the appointment can be renewed on an annual basis if justified.

REAPPOINTMENTS:

**Adjunct Faculty:**

1. Adjunct Instructor through Adjunct Assistant Professor a chair’s letter or the Adjunct Faculty Reappointment Form (see Appendix B) is sufficient

2. Adjunct Associate Professor and Adjunct Professor the **Department Chair/Center Director letter is required** together with the Adjunct Faculty Reappointment Form

3. Faculty Personnel Action Form (#510)

**Visiting Faculty:**

1. Department Chair/Center Director recommendation letter

2. Faculty Personnel Action Form (#510)