

## **Appointment of Part-time and Adjunct Faculty**

*IIT Faculty Handbook, IV, B. 5.a:*

*Adjunct and part-time faculty appointments are made on a year-to-year, semester-to-semester, or quarter-to-quarter basis. Such appointments are not permanent and carry no implication of continuing connection with the university. Workload and compensation are determined by the academic unit head and are to be specified in a contract to be entered into between the university and the individual.*

The title “part-time faculty” shall be used for instructors who will teach courses on a temporary or short-term basis.

The “adjunct faculty” titles (*Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor*) shall be used for part-time academic appointments for individuals who will conduct research and/or teach courses and who will have long-term teaching and service commitments to the academic unit. Adjunct faculty may submit sponsored research and program proposals as principal investigators. An adjunct faculty member may serve as co-adviser for Master of Science or Ph.D. students with a Category I faculty member, but may not as a sole adviser.

Each academic unit will develop a process and criteria for appointment of part-time and adjunct faculty members that is approved by the dean of the academic unit and the provost. Adjunct faculty appointments will be proposed to the academic unit head by a committee of the academic unit composed of Category I faculty members (except emeritus). It is desirable that an adjunct faculty candidate will give a research seminar and be interviewed by faculty members of the academic unit before the academic unit committee makes its recommendation. The committee will review the credentials of the applicant, collect input from faculty members of the academic unit and external references, and may consult with active faculty emeriti and Category II and Category III faculty members during its deliberations.

Part-time faculty appointments will be made by the academic unit head and approved by the academic dean (in colleges with departments). Adjunct faculty appointments will be initiated by the academic unit head. The appointment will be made by the academic dean and approved by the provost. Copies of part-time and adjunct faculty appointment letters will be sent to the Graduate College Office of Academic Affairs. Copies of adjunct faculty appointments will also be sent to Graduate College Office of Sponsored Research and Programs.