

**Office of the Provost
Adjunct/Visiting Scholar Faculty Appointments**

“**Adjunct faculty** are individuals who are academically qualified or qualified through relevant non-academic experience to render valuable service to the university. The adjunct faculty position is a non-compensated position. Applications and nominations for adjunct faculty are reviewed by the faculty of the department or academic unit and recommended for appointment by the Chair or Director to the Dean who recommends to the Provost. Adjunct faculty are non-tenure eligible. Since the adjunct appointment is a non-compensated position, an adjunct faculty member must be appointed to another appropriate rank of contract employment to receive compensation.” (Ref. *Conditions of Faculty Service*, Section 1.2.2, <http://nau.edu/Provost/Resources-Policies/>).

“**Visiting Scholars** are typically non-compensated faculty members from another institution who spend a limited period at NAU for purposes of collaboration or research. The request for such an appointment is reviewed by the faculty of the department or academic unit and recommended by the Chair or Director to the Dean who recommends to the Provost. Since the visiting scholar appointment is a non-compensated position, a visiting scholar faculty member must be appointed to another appropriate rank of contract employment to receive compensation.” (Ref. *Conditions of Faculty Service*, Section 1.2.2, <http://nau.edu/Provost/Resources-Policies/>).

APPLICATION PROCESS

<http://www4.nau.edu/louie/affiliaterequest.html>

Application - a request for adjunct/visiting scholar status must be sponsored by the appropriate department Chair through a memo to the Dean who forwards a recommendation to the Provost which contains the faculty member's vita, the Dean and Chair's recommendations, a completed *Affiliation Authorization & Application Form* (<http://nau.edu/its/services/affiliates/>), and an NAU Volunteer Form (<http://nau.edu/Insurance-Claims-Services/Liability-Insurances/Volunteer-Coverage/>). Approval for adjunct status is granted by the Provost with a letter of appointment. NAU defines adjuncts as “non compensated” positions which is much different from other institutions that use the title to refer to part-time, paid teaching positions.

Benefits/Privileges: Adjuncts/Visiting Scholars are entitled to the following optional services that must be initiated by the faculty member after receiving a letter of appointment from the Provost:

- Email – to obtain an email account, call Information Technology Services at 928-523-1511 or toll free at 888-520-7215 and request a userid and password. ITS will ask for name and social security number to verify identity.
- JacksCard – a picture ID may be obtained at the JacksCard office for a fee. Hours vary so check the web address <http://nau.edu/jackscard/> or call the office at 928-523-1905.
- Parking – an affiliate parking permit may be purchased at Parking Services, 928-523-6623, <http://nau.edu/parking-shuttle-services/>
- Library – Cline Library offers faculty check out periods; document delivery services; use of reserve services for courses and support from the Library's academic programs staff. A picture ID is required to check out materials from the library. All other services are available from the Library's web site: <http://library.nau.edu/>, 928-523-2173.

Terms of Appointment: Visiting Scholars are appointed for one year only. Renewal may be requested from the Provost by writing to Provost@nau.edu. Adjuncts remain active until either the department or the adjunct member discontinues the affiliation. If the appointment is in the best of interest of the university, the affiliation may continue. To discontinue affiliation, send a request to Provost@nau.edu