

CONDITIONS GOVERNING ADJUNCT PROFESSOR APPOINTMENT IN THE SCHOOL OF FORESTRY

(Revised: September 19, 2007)

Definition: The title of "Adjunct Professor" is used to provide an official faculty status to an outstanding scholar who is nominated or accepted to serve in one or more unpaid volunteer capacities in the School of Forestry or any other academic unit in the University.

Qualifications: Adjunct Professors must possess doctorate degrees, or must meet at a minimum the qualifications of an Assistant Professor at NAU School of Forestry, and have recognized professional standings in their field of competences. In addition, Adjunct Professors must be recognized for outstanding research contributions and/or scholarly activities.

Appointment

1. An applicant for Adjunct Professor to the School of Forestry shall apply to the Chair by submitting a current vita, a list of publications, and a statement of perception of his/her contribution to the School. The letter of application should clearly specify the reasons for requesting the position, and the potential benefits to the applicant and to the School of Forestry and the University.

2. Upon receiving the application document, the Chair of the School of Forestry will appoint an ad hoc committee to review the credentials and make recommendation to the faculty for approval or disapproval of the application. A two-third vote of the faculty quorum in a meeting is required for approval of the application. The School of Forestry faculty approved application will be forwarded to the Department Head who will approve the faculty vote, and then forward the appointment to the Dean of the College for his/her approval. The Dean in turn will send it to the Provost who will forward it to the President of the University for a final approval of the appointment.

Duration of appointment: Appointment of Adjunct Professor is made for three years. However, the Chair of the School of Forestry will review the performances and other agreed upon functions and responsibilities of the Adjunct Professor, annually for the first three years and at every three-year interval thereafter. The Chair can request faculty to review the appointment of an Adjunct Professor at any time. Reappointment for each three-year interval will be according to the procedures established for accepting new applicants. For reappointment, it is expected that the association with the School of Forestry will have been productive with respect to teaching, advising and/or research.

Termination of Appointment: The appointment of an Adjunct Professor can be terminated by the Chair of the School or by the Appointee upon written notification of one to the other.

Duties: Adjunct Professors may serve on graduate student thesis committees, participate in seminars, advise students for specific research projects, lecture in team-taught courses, and with the approval of the Chair of the School of Forestry teach undergraduate or graduate courses. The adjunct faculty can also serve as co-chair of masters (M.S.) or Ph.D. graduate students' committees. The other co-chair must be a full-time faculty member of the School of Forestry. Adjunct faculty members may serve as regular and voting M.S. or Ph.D. student committee members, but they will not be voting members in other School of Forestry faculty meetings.

Privileges: Adjunct Professors may, with the approval of the Chair of the School of Forestry submit research proposals for outside funding. Depending on the level of their activity, Adjunct Professors may be given office space, have use of vehicles, office facilities, and field equipment, but first priority must be given to regular full-time faculty. Specific needs of the appointee may be specified in the appointment letter. But, an adjunct faculty is non-tenure eligible. Since the adjunct appointment is a non-reimbursed position, an adjunct faculty member must be appointed to another appropriate rank of contract employment to receive reimbursement. Apart from the above, Adjunct Faculty will be granted all of the privileges of full time faculty. This will include:

1. Faculty library privileges
2. Parking privileges similar to other faculty, and
3. Phone listings