Guidelines for the Adjunct Appointment Process

A. Purpose
McCormick Departments, programs and centers must obtain Dean’s approval to appoint an internal or external faculty member into a paid or unpaid adjunct position. Only the dean can make a teaching appointment. Dean’s approval must be obtained before commitment is made to the individual.

B. Length of Service
These nontenured appointments are generally considered as annual appointments but may range from one quarter to three years. For current NU faculty or staff, if the additional appointment as adjunct or lecturer is expected to last less than six months, use the Additional Pay process. Note: If appointed for the full academic year, faculty will have active netID and library access, even if only teaching for one quarter.

C. Titles
Adjunct titles are used for individuals who hold a primary position outside NU, which can be at another academic institution or in an industry position. Adjuncts appointments may be made at the following ranks:

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Title</th>
<th>Default Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>100005</td>
<td>Adjunct Professor</td>
<td>60040</td>
</tr>
<tr>
<td>100092</td>
<td>Lecturer Adjunct</td>
<td>60011</td>
</tr>
</tbody>
</table>

To determine the rank, follow the criteria issued by the Office of the Senior Associate Dean.

D. Benefits Eligibility
In order to receive full benefits faculty must hold an appointment that is 100% full-time for half the academic year (two quarters/six months) or is at least 50% full time (half-time) for the entire academic year.

Account 60040 – If the job code defaults to account 60040, statutory fringe benefit rate applies.
Account 60011 – If the job code defaults to account 60011, full fringe benefit rate applies.

Note: If you do not use the default account, Payroll will need to apply an additional level of approval. Prior to deployment, ensure that the account is open on the chart string.

E. Continuing Service
Once an adjunct or lecturer has an active appointment, use the Advance Request for Additional Pay form to obtain Dean’s approval for additional teaching/service in future quarters. Then use the gray HRIS appointment form to start and stop pay.

F. Workflow
To begin the appointment process, follow the Adjunct Appoint Process workflow to ensure compliance with appointment guidelines. A standard response time to the McC Advance Request form is three days. Standard processing time for McC’s approval of HRIS Appointment gray form is three days.

For more information related to adjunct appointments, or for clinical, lecturer or senior lecturer appointments, please refer to the Interdepartmental Correspondence for Clinical, Lecturer and Adjunct Faculty Appointment Guidelines from the Office of the Senior Associate Dean.

Payroll payment forms available at: http://www.northwestern.edu/hr/payroll/administratorpayments.html

Updated 6/1/10
Adjunct Appointment Process

McC dept/unit reviews and selects candidate for dean’s review. Only the dean can make a teaching appointment.

Before commitment is made to the candidate, complete McC Advance Request Form for Adjunct Appointment, including signatures from requesting dept/unit’s chair and candidate’s home department chair, if applicable.

Send McC Advance Request Form with dept signatures, CV, and one page teaching statement TO: Assoc Dean Joseph Schofer (Tech L274) c/o Jason Grocholski.

Dean’s office reviews certification of teaching credentials and candidate’s ability to represent McC and NU in its teaching mission.

Upon school level approval, dept/unit receives an email with attached scan of approved McC Advance Request Form and the Dean’s appointment letter. (If denied, you will receive the form with notation.)

McC dept/unit prepares the HRIS Appointment gray form (before services commence). Attach a copy of the authorized McC Advance Request Form and the Dean’s appointment letter. Submit gray form and one copy TO: AF&P Office, Beth Abbott (Tech L364). NOTE: Submit a gray form even if the position is not paid by McC.

AF&P Office applies school level approval and sends to NU HR Payroll to activate HRIS record/appointment. Dept/unit should inform adjunct or lecturer of appointment.