

DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY ADJUNCT APPOINTMENTS POLICY

1. Adjunct appointments are meant for faculty (including tenure-track, research, and lecturer faculty) whose primary appointment is outside of the University and who have a limited or part-time effort at the University. Instructional or research faculty who are temporary, but full time visitors at the University should be appointed with a “visiting” rather than “adjunct” title. Visiting appointments do not require approval of either the EEB or the LSA Executive Committee. In either case, the UM title should match as closely as possible the title of the candidate’s primary position. By University policy, all adjunct appointments must be renewed annually.
2. In EEB, adjunct appointments are especially appropriate for faculty appointed outside the University but with ongoing, long-term research usage and engagement with key subunits in EEB or closely associated with EEB, including the Museum of Zoology, Herbarium, E.S. George Reserve, and the UM Biological Station. With approval of the Chair, holders of adjunct appointments may submit grants through EEB.
3. Adjunct appointments should be proposed by at least one member of the EEB faculty. Supporting documents for the proposed appointment should include a vitae and a brief statement(s) from the nominating faculty member explaining the rationale for the appointment. A letter from the nominee should outline the history of involvement or proposed involvement with the department (e.g., usage of facilities, collaborative research, service on graduate student committees, supervision of undergraduate research).
4. Candidates for an adjunct appointment who specifically seek to use the resources of the Museum of Zoology, Herbarium, E.S. George Reserve, or the UM Biological Station are required to have an endorsement of the appointment from the Director of the unit; this endorsement could also (but need not) be the single nominating letter required from an EEB faculty member.
5. The documentation will be evaluated by the EEB Executive Committee, which will then vote whether or not to approve the appointment. Adjunct appointments do not require approval by the college.
6. For annual renewals, the chair or director of the appropriate subunit will request updated vitae and copies of publications using EEB or associated unit resources from all adjunct appointees; receipt of a CV will be taken to indicate desire to be reappointed. The Executive Committee will review adjunct appointments for continuing engagement at least every three years, but have the discretion to recommend more frequent evaluation.

7. While annual renewals are required by the University, EEB will commit to renewing appointments for appointees with grants administered by EEB for the duration of the grant, as long as other obligations to EEB are met (item 8).
8. Obligations of appointees: Adjunct appointees should engage with EEB in ways consistent with their proposals when requesting the appointment (item 3), use their EEB title on publications when relevant, present periodic seminars on their research to the department, and maintain professional behavior consistent with those expected of EEB faculty.

Approved by EEB Executive Committee:

September 10, 2012

Approved by EEB Faculty:

November 11, 2012