

## Adjunct Appointments

Adjunct appointments are specific to those professionals providing primarily instructional and/or advising duties at UW-Madison, whose professional career is primarily outside of University instruction.

As defined in [Unclassified Title Guideline \(UTG\)](#), the Adjunct Professor series “specifies persons from a non-instructional institution and persons whose professional career is primarily outside of University instruction. Must be performing primarily instructional activities. In some circumstances the title may be appropriate for those whose full-time continuing teaching assignments are practicum-oriented. All new appointments to adjunct titles must have the prior approval of the Dean/Director of the division. Requests for such approval must indicate why an adjunct rather than lecturer title is appropriate. Such requests must be accompanied by a professional biography of the candidate. Use of this title is subject to semi-annual audit by the Office of Human Resources.”

As outlined in the [Unclassified Personnel Policies & Procedures, Appendix 1-C](#), “A request for an adjunct appointment requires approval of the department executive committee, with a memo to the dean, explaining the request, the proposed appointee’s special qualifications, the duties to be performed, proposed title prefix as an adjunct professor, and the duration of the proposed appointment.”

Points of clarification:

- Instructional activities: individuals will have a defined presence in the classroom, including “significant” teaching responsibilities.
- Instructional activities: if the individual is a graduate student mentor, the defined relationship may occur outside of the classroom setting such as a research experience provided as an educational experience in an alternate venue.

## Procedures for Requesting an Adjunct Appointment

1. Prepare and submit an Adjunct application packet to CALS Human Resources (CALS HR), 240 Agricultural Hall. Packet should include:
  - a. Signed cover letter from Chair/Director. Cover letter must include:
    - Detailed explanation of the request
    - Duties to be performed, clearly indicating the goal of the relationship, and outlining the instructional or related pertinent responsibilities
    - Proposed title prefix
    - Duration of proposed appointment (not to exceed three years)
    - Proposed appointee’s special qualifications

- Clearly indicate why an Adjunct versus a Lecturer appointment is appropriate
  - Approval of the department executive committee (or equivalent in non-academic units)
  - In cases of paid appointments, rate of pay and percent time; if the appointment will be at 50% or more, approval of a request for waiver of open recruitment is required.
- b. Current CV for individual
  - c. Draft letter of appointment on department letterhead (followed by an electronic copy to [hr@cals.wisc.edu](mailto:hr@cals.wisc.edu))
2. CALS HR and the Dean's office will review the request. If approval cannot be granted, communications will occur between CALS HR and department/center.
  3. If approval is granted at the division level, the approval will be returned to the department/center. In addition, the appointment letter will be finalized, signed by CALS HR, and returned to the department/center.
  4. Department/center will forward the appointment letter to the appointee and provide a signed copy of letter directly to CALS HR.
  5. CALS HR will work in conjunction with the department/center to enter the appointment in the payroll system (HRS).

## Reappointment Procedure

A request for an Adjunct reappointment cannot include a lapse between appointments. The reappointment request must be for a consecutive period beginning immediately following the end of the individual's previous Adjunct appointment.

Follow appointment procedures detailed above, referencing the request as a Adjunct reappointment. Use the draft reappointment letter. An Adjunct reappointment requires chair/director, department executive committee, and CALS HR approval. A renewal letter to appointee is required.

## Assistance Needed

Questions regarding this process, or requests for preliminary guidance or review, should be directed to Dawn Wagner ([dawn.wagner@wisc.edu](mailto:dawn.wagner@wisc.edu)).