

4.6 Guidelines for Appointing Faculty to a Position with No Remuneration

Governing Policies

Section 4.1.2, Faculty Handbook – Non-Tenure-Track Faculty Appointments

Section 4.1.8, Faculty Handbook – Non-remuneration Appointments

Procedure

Nominations for non-remunerative (i.e., volunteer) faculty appointments are made upon the recommendation of the appropriately constituted Departmental Promotion and Tenure Committee, the Department Head, and the College Dean. Non-remunerative appointments that do not involve faculty rank (e.g., research assistant, research associate, etc.) do not require a recommendation from the Dean.

As per the Faculty Handbook, non-remunerative appointments are available for the following faculty titles: Adjunct, Visiting, Visiting Scholar, Research Associate, Research Professor (at any rank), and Affiliate Faculty. Please see section 4.1.2 of the Faculty Handbook for descriptions of the roles of each of these faculty titles.

Recommendations should be forwarded to the Senior Associate Provost for final approval. When the office of the Senior Associate Provost receives the request, it will send a letter to the faculty member. When the signed letter is received, the Senior Associate Provost will send copies to Human Resources and the Department/Division, as well as place the original in the faculty member's file.

A background check is required for all no-remuneration faculty or staff that work directly with students, (just as it is required for all paid faculty and staff).

Once a non-remuneration faculty member's appointment ends, a separation form must be submitted to Human Resources, as with all other faculty.

As per Section 4.1.8 of the Faculty Handbook, all non-remuneration appointments are at most, two-year appointments. Renewal of the appointment is available, but only done upon the recommendation of the appropriate Departmental Promotion and Tenure Committee, the Department Head, and the Dean.

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