

BIOEN Adjunct Faculty Vetting Policies and Performance Expectations

Adjunct faculty at Utah are defined as "Faculty members whose professional activities do not span full range of regular faculty responsibilities." (<https://academic-affairs.utah.edu/faculty-handbook/faculty-appointments/>). This is further described in detail in Policy 6-300: The University Faculty -- Categories and Ranks (Revision 18 - Effective Date May 15, 2015) (<https://regulations.utah.edu/academics/6-300.php>). Specifically, Section III E 1a states:

- a. Appropriate Use of Adjunct and Visiting Positions--Generally. Appointees to positions in the Adjunct and Visiting faculty categories shall be individuals who participate in the University's academic program and make a substantial contribution to the academic activities of the various academic units in which they are appointed, but whose continuing professional activities do not span the full range of responsibilities of the Tenure-line or Career-line faculty members in the appointing units. Faculty members may be appointed in these categories of positions, as the University and appointing units determine appropriate, in light of the University's need to retain the flexibility to adjust its programs to meet changing needs and to employ faculty with more specialized foci."

Appointment and re-appointment of university adjunct faculty is governed by Policy 6-302 (<https://regulations.utah.edu/academics/6-302.php>) and Policy 6-310 (<https://regulations.utah.edu/academics/6-310.php>), respectively.

Consistent with this guidance, the *Department of Bioengineering* accepts requests for adjunct faculty appointments from professionals both within and outside the university whose strategic expertise, training, resources, and credentials are aligned with the Department's mission, interests and priorities in teaching, research and scholarship, and service, and who demonstrate the intent and desire to provide significant benefit to the department. The regular faculty must be able to recognize the credible value and impacts offered to the Department by prospective adjunct faculty. Adjunct faculty members are expected to acknowledge their affiliation with the Bioengineering Department in their relevant published work and key extramural presentations.

Candidates for adjunct appointments should submit their updated vitae and a letter detailing their adjunct request to the chair. The letter should indicate how the candidate's research expertise and relevant experience will enhance the department's mission. Specific offerings should be described and may include classroom teaching, formal graduate student mentoring, joint research resulting in major extramural support where adjunct status would be a strength, laboratory teaching, workshops or service. Anticipated impact of proposed and past contributions to the department should also be described. The letter must acknowledge that the department provides no compensation, but can assist with grants and contract administration if proposals are submitted, approved, and accounted through the Bioengineering department. Initial adjunct appointment requests require a Bioengineering tenure-track faculty advocate to present the case to the regular faculty prior to formal voting at a faculty meeting. Each case is evaluated, discussed and voted upon by primary tenure track faculty. A research seminar from candidates might be requested before the case is evaluated.

Appointments are for 1 year and reappointment can be requested annually: the Department must formally vote on every faculty adjunct appointment and record that vote with the VP for Academic Affairs. Annual requests (February of each year) will be sent to all adjunct faculty requesting their interest in re-appointment. If adjunct faculty is interested in reappointment a brief letter describing their contributions from the previous year and requesting reappointment should be submitted to the Bioengineering department chair. Reappointment requests must list contributions to the Department mission including, but not limited to, published work and key extramural presentations specifically acknowledging affiliation with the Department, key joint research programs supporting graduate students, or visible teaching with core faculty, important department service missions, and successful graduations of students mentored.