

## **GUIDELINES FOR ADJUNCT FACULTY, AFFILIATE FACULTY, VISITING FACULTY & SCHOLARS**

The guidelines describes appointment, privileges, requirements and responsibilities for all adjunct faculty, affiliate faculty, visiting faculty, and visiting scholars, to ensure observance of Washington State University (WSU or University) policies, guidance and the provisions of the *Faculty Manual*, including but not limited to those sections concerning research conduct and intellectual property.

### **1. ADJUNCT FACULTY**

#### **DEFINITION**

Adjunct faculty are individuals who may hold positions with employers other than WSU and are appointed temporarily to WSU faculty. Adjunct faculty provide various types of instruction, research and/or service within individual colleges according to established criteria and may serve on graduate committees. As qualified, ranks of adjunct assistant professor, adjunct associate professor, or adjunct professor may be assigned to adjunct faculty. Appointments are for up to three years.

Typically, adjunct faculty remain under obligation to their employers, and may receive financial support from their institutions, governments, and/or organizations. With area appointing authority approval, they may receive salary or wages from WSU. This policy applies to all adjunct faculty, including those who have not been appointed under authorized titles.

#### **PURPOSE**

The appointment provides a mechanism for practical instruction and/or research collaboration with WSU faculty, as well as access to resources and laboratory facilities. Adjunct faculty benefit WSU by enhancing the quality of its research and education.

The appointment provides safeguards for the University to ensure compliance with WSU *Faculty Manual*, [www.facsen.wsu.edu/faculty\\_manual](http://www.facsen.wsu.edu/faculty_manual), and other WSU policies. The appointment provides identification of, and authority concerning scholars for grant, contract and other compliance purposes including, but not limited to, conduct of research and teaching, ethics, retention of data and safety.

Status as adjunct faculty member does not preclude nor does it guarantee subsequent appointment to any faculty or other WSU position.

## **TYPICAL TITLE CODES**

225 Adjunct Faculty (NP)  
237 Adjunct Faculty (P)  
271 Adjunct Assistant Professor (P)  
281 Adjunct Associate Professor (P)  
292 Adjunct Professor (P)  
705 Adjunct Clinical Faculty College of Medicine (NP)  
706 Adjunct Assistant Professor (NP)  
707 Adjunct Associate Professor (NP)  
708 Adjunct Professor (NP)

(P) = Paid

(NP) = Non-paid

## **APPOINTMENT PROCEDURE**

The WSU Department Chair or School Director (Chair/Director) requesting the appointee shall review and assure that the candidate for adjunct faculty appointment meets the definition and purpose criteria. The Chair/Director shall produce a letter or memorandum to the Dean or appropriate Appointing Authority (AA) explaining the purpose of the visit or scholarly collaboration, attaching vitae information, written assurance from the external sponsor for the individual's financial support (if pertinent), and verifying visa status. Upon approval, the department shall make an offer to the candidate by letter and obtain the candidate's agreement via his or her signature accepting the letter's terms.

Adjunct faculty appointments may be processed via PERMS action. The appointment offer letter and/or PERMS action must be signed and approved by the Chair/Director and College Dean or appropriate Appointing Authority before a WSU ID number can be issued and appointment processed. The appointment may not be issued for more than three years at a time. The adjunct faculty member may obtain a WSU ID card after the appointment has been approved.

## **2. AFFILIATE FACULTY & NON-FACULTY AFFILIATE**

### **DEFINITION**

An affiliate faculty is already a WSU employee (faculty or administrative professional) and has been invited to serve in a faculty role in a program other than the one paying his/her salary. Affiliate faculty are appointed on an unpaid, usually part-time basis to a department other than their home department at WSU for limited, renewable terms. As qualified, ranks of affiliate assistant professor, affiliate associate professor, or affiliate professor may be assigned to affiliate faculty who do not otherwise possess a faculty title.

A non-faculty public affiliate or industry affiliate is someone from the public sector or private industry. Non-faculty affiliates are appointed on an unpaid, usually part-time at WSU for limited, renewable terms.

Visiting scholar affiliates are students who conduct collaborative research or intern with a WSU faculty member. Supported by funds outside WSU (i.e. Fellowships) and are usually part-time at WSU for limited, renewable terms.

### **PURPOSE**

An affiliate faculty is someone who may use university facilities (i.e. library), be assigned university space and materials (office space, phone, etc.), usually for a period of six months or more, renders service to the university and there is a supporting need to list them in various university information sources (WSU directory info, email, etc.)

A non-faculty affiliate may use university facilities, and be assigned university space and/or materials, from which to provide service to the university or conduct research, and is supported by funds outside of the university.

### **TYPICAL TITLE CODES**

#### **Affiliate Faculty**

709 Affiliate Assistant Professor

710 Affiliate Associate Professor

711 Affiliate Professor

#### **Non-Faculty Affiliate**

7999 Public Affiliate (Persons who come from the public sector, i.e. USDA, or individuals serving in a capacity that represents the university)

7998 Industry Affiliate (Persons who come from private industry)

7997 Visiting Scholar Affiliate (Students who conduct research or intern with a WSU faculty member)

### **APPOINTMENT PROCEDURE**

The WSU department sponsoring the appointee shall assure that a candidate for affiliate faculty and non-faculty affiliate appointment meets the definition and purpose criteria. The department shall produce a letter or memorandum to the Dean or appropriate Appointing Authority explaining the purpose of the visit or scholarly collaboration, attaching vitae information, written assurance from the external sponsor for the individual's financial support (if pertinent), and verifying visa status.

**Affiliate faculty** (title code 709, 710, 711) appointments are processed via PERMS action. The appointment offer letter and/or PERMS action must be signed and approved by the Chair/Director and College Dean or appropriate Appointing Authority. The appointment may not be issued for more than three years at a time.

**Non-Faculty Affiliate** (title code 7999, 7998, 7997) appointments are processed by Human Resource Services via a memo of approval from the College Dean/ Appointing Authority. The

employing department/school submits a memo to Human Resource Services with the following information: Signed approval from the College Dean/Appointing Authority, Affiliate name, WSU ID, title code, home department name/number, appointing department name/number, appointment dates, and brief description of appointment purpose.

The department/school shall make an offer to the candidate by letter and obtain the candidate's agreement via his or her signature accepting the letter's terms. The appointment agreement must be signed and approved by the Chair/Director and College Dean or appropriate Appointing Authority before a WSU ID number may be issued.

Status as affiliate faculty or non-faculty affiliate member does not preclude nor does it guarantee subsequent appointment to any faculty or other WSU position.

### **3. VISITING FACULTY**

#### **DEFINITION**

Visiting faculty are fixed term appointees who are faculty members or professionals from another institution for purposes of teaching, collaboration or research. Typically, they remain under obligation to their employers and are normally expected to return to their institutions at the expiration of the appointment. They may receive financial support from their institutions, governments, and/or organizations. With area appointing authority approval, they may receive salary or wages from WSU. This policy applies to all visiting faculty, including those who have not been appointed under authorized titles.

#### **PURPOSE**

The appointment provides a mechanism for practical instruction and/or research collaboration with current WSU faculty, as well as access to resources and laboratory facilities. Visiting faculty benefit WSU, by enhancing the quality of its research and education.

The appointment provides safeguards for the University to ensure compliance with WSU *Faculty Manual* policies and procedures, [http://facsen.wsu.edu/faculty\\_manual/](http://facsen.wsu.edu/faculty_manual/) and other WSU policies.

The appointment provides identification of, and authority concerning scholars for grant, contract, and other compliance purposes. Including, but not limited to, conduct of research and teaching, ethics, retention of data, and safety.

Status as visiting faculty member does not preclude nor does it guarantee subsequent appointment to any faculty or other WSU position.

### **TYPICAL TITLE CODES**

266	Visiting Instructor
276	Visiting Assistant Professor
286	Visiting Associate Professor
296	Visiting Professor
314	Visiting Scientist
376	Visiting Assistant Scientist
386	Visiting Associate Scientist
648	Visiting Faculty

### **APPOINTMENT PROCEDURE**

The WSU Department or School sponsoring the appointee shall review and assure that a candidate for visiting faculty appointment meets the definition and purpose criteria. The department shall produce a letter or memorandum to the Dean or appropriate Appointing Authority explaining the purpose of the visit or scholarly collaboration, attaching vitae information, written assurance from the external sponsor for the individual's financial support (if pertinent), and verifying visa status.

Visiting faculty appointments are processed via PERMS action. The appointment offer letter and/or PERMS action must be signed and approved by the Chair/Director and College Dean or appropriate Appointing Authority before a WSU ID can be issued and appointment processed. The appointment may not be issued for more than three years at a time. The visiting faculty member may obtain a WSU ID card after the appointment has been approved.

### **CONDUCT OF RESEARCH**

The University strives for excellence in research, and all sponsored, or non-sponsored research, and will adhere to federal, state laws and WSU regulations. Responsible conduct of research is described at <http://www.ora.wsu.edu/rcr/>. See also Faculty Manual research/research misconduct

### **INTELLECTUAL PROPERTY**

All faculty are bound by all WSU policies and state/federal law, including in the conduct of activities carrying with them obligations regarding intellectual property (IP). See Faculty Manual Intellectual Property

### **VISA REQUEST and EMPLOYMENT ELIGIBILITY**

WSU and the sponsoring Department/School may assist the potential adjunct faculty, visiting faculty or visiting scholar member with visa requests through the Office of International Faculty and Scholars Services. The foreign visitor must obtain the proper visa prior to his/her departure from his/her home country. <https://ip.wsu.edu/on-campus/faculty-scholar-services/>

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. Offers are contingent upon securing, prior to the start of employment, appropriate visa status and work authorization. All new employees must show employment eligibility verifications as required by the U.S. Citizenship and Immigration Service to comply with the Immigration Reform and Control Act.

## **RIGHTS AND PRIVILEGES**

Non-paid adjunct faculty, visiting faculty or visiting scholars are not employees of the University, although they are subject to faculty rights and privileges appropriate to their designation as set forth in the *Faculty Manual*. They must be enrolled at Human Resource Services for purposes of workers' compensation insurance. Consult Human Resource Services regarding the limitations on benefits and protections to which visiting and adjunct faculty are subject.

Although non-paid adjunct faculty, visiting faculty and visiting scholars receive few benefits (i.e., no compensation or benefits package), they may receive certain courtesies in consideration of the services they provide to WSU. These courtesies may change over time, and the below list is not contractual nor a guarantee of such courtesies. The following is a non-inclusive list of courtesy benefits, most of which are generally available to the public:

- WSU ID card (identification): <http://cougarcard.wsu.edu/>
- Library privileges: <http://www.wsulibs.wsu.edu/>
- Access to WSU study and research facilities
- Campus parking privileges for a fee: <http://transportation.wsu.edu/>
- Access to computing facilities or services

For additional information contact Human Resource Services at [hrs@wsu.edu](mailto:hrs@wsu.edu) or (509) 335-4521.