

**The College of Information Studies
Affiliate and Adjunct Faculty Policy
and Appointment Procedures**

May 6, 2016

This document specifies rights of and procedures for the appointment of affiliate and adjunct faculty within the University of Maryland College of Information Studies (i.e. the UMD iSchool). The ranks and procedures described in this document are based on the *University of Maryland Policy and Procedures on Appointment, Promotion and Tenure of Faculty* (II-1.00(A)).

SECTION I: Types and Terms of Affiliate and Adjunct Faculty Appointments

Affiliate faculty positions are used to recognize the affiliation of a tenure-track, tenured, or professional track faculty member whose primary appointment is with an academic unit within the University other than the iSchool. The rank and title of an affiliate appointment shall be commensurate with the appointee's qualifications as determined by their rank and title in their primary appointment.

Adjunct faculty positions are used to recognize the affiliation of individuals who are not otherwise affiliated with the University. The rank and title of an adjunct faculty appointment shall be commensurate with the appointee's qualifications.

Affiliate/Adjunct faculty titles allowed within the iSchool include:

- Affiliate/Adjunct Assistant Professor^{*}
- Affiliate/Adjunct Associate Professor^{*}
- Affiliate/Adjunct Professor^{*}
- Affiliate/Adjunct Lecturer^{**}
- Affiliate/Adjunct Senior Lecturer^{**}
- Affiliate/Adjunct Principal Lecturer^{**}
- Affiliate/Adjunct Faculty Specialist^{**}
- Affiliate/Adjunct Senior Faculty Specialist^{**}
- Affiliate/Adjunct Principal Faculty Specialist^{**}
- Affiliate/Adjunct Assistant Research Professor/Scientist/Scholar/Engineer^{**}
- Affiliate/Adjunct Associate Research Professor/Scientist/Scholar/Engineer^{**}
- Affiliate/Adjunct Research Professor/Scientist/Scholar/Engineer^{**}

Affiliate and adjunct faculty will be identified as iSchool faculty in directories, listservs, mailing lists, websites, and presentations. They may apply for grants as Co-PI (with an iSchool Co-PI who is a full time faculty member) through the iSchool. With explicit approval of the APT committee, affiliate and adjunct faculty may be appointed teach within the College. With appropriate appointments to the UMD Graduate Faculty, affiliate and adjunct faculty may teach graduate courses and serve as members, co-chairs, or with explicit approval of the iSchool APT

^{*} These affiliate and adjunct titles are specified in *University of Maryland Policy and Procedures on Appointment, Promotion and Tenure of Faculty* (II-1.00(A)).

^{**} These affiliate and adjunct titles are working titles used within the iSchool. They are implemented as non-paid courtesy appointments with the equivalent Professional Track rank and title.

committee, chair, of dissertation and thesis committees within the iSchool.

Affiliate and adjunct faculty are not members of iSchool College Assembly and are not eligible to vote on any Standing, Administrative, or Ad Hoc committees other than student dissertation or thesis committees.

Affiliate and adjunct appointments are for a term of three years and may be renewed. Renewal of an affiliate or adjunct appointment with the same position title and rank is an administrative action that is outside the scope of these procedures.

Section II: Adjunct and Affiliate Faculty Appointment and Renewal Procedures

Requests for initial appointment to affiliate and adjunct positions can be considered by the College Committee on Appointments, Promotion, and Tenure (the APT committee) at any time. Review materials provided for an initial appointment should include:

- *Position description* specifying position title (including rank), whether the candidate is to be eligible to teach iSchool courses, and whether the candidate is to be eligible to chair dissertation and thesis committees within the College.
- *Candidate's resume or CV*, signed and dated.
- *Written statement from the candidate* describing their past, current, and anticipated future work with others in the College.
- *A statement from a current full-time member of the iSchool faculty* speaking to the candidate's qualifications and expected contributions to the College. These statements may be either written or verbal.
- For affiliate faculty appointments, a *written statement of approval* from the head of the individual's primary unit

The APT Chair shall make all written materials available to all eligible members of the College APT committee at least 48 hours prior to the vote.

Individuals may vote on appointment of affiliate or adjunct faculty if (a) they hold a faculty appointment of 50% FTE or more in the iSchool and (b) they are Professional Track faculty appointed to the same broad position type (Research, Instructional, or Specialist) or are tenured or tenure track faculty. The Dean and Associate Deans may participate with voice but no vote.

To vote on an initial appointment review an individual must participate in discussion either by being physically present or remotely involved through an appropriate synchronous media. A quorum of eligible individuals must participate and the vote shall be considered positive if a simple majority of those participating vote in favor. The results of votes shall be reported to the eligible members of APT committee and to the Dean.

For faculty who will teach graduate courses or participate in dissertation or thesis committees, a second vote of the tenured and tenure-track faculty for appointment to the UMD Graduate Faculty may also be required.

The Dean's final decision regarding each affiliate and adjunct faculty appointment will be communicated to the candidate, eligible members of the APT committee, and the head of the candidate's primary unit.