ADJUNCT NON-CLINICAL FACULTY INITIAL APPOINTMENT

Adjunct non-clinical or "academic" faculty appointments are granted to those that serve in an academic role such as teaching, lecturing, and/or grading assignments.

Details and templates/forms can be found on the "Adjunct Non-Clinical Faculty" webpage at:
http://web.unthsc.edu/info/200129/faculty_affairs/1752/adjunct_non-clinical_faculty_appointmen

PACKET CHECKLIST

*Packets must be received in Faculty Affairs **at least 10 business days** prior to appointment date.*

Please **email** scanned Packet Checklist, Request Memo and CV to Chris.Mason@unthsc.edu**.** Faculty Affairs will add the transcripts to the packet. The packet will be reviewed and routed via DocuSign by Faculty Affairs to the Dean for approval. Questions, please contact Chris Mason at 817-735-2623.

Faculty Name/Credentials: _____

Department/School: _____

Requested Rank: Adjunct _____
(i.e. Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor

Affiliation: _____

Start Date: _____

Paid* or Non-Paid Position: _____
***If paid**, an adjunct position must be posted and left open for 5 business days before closing position. HR will send Adjunct Faculty Recruitment Approval to the department and Faculty Affairs. Completion of background check and drug screen must also be verified by HR. Contact Misty.Haskins@unthsc.edu or 817-735-5458.*

		Initial & Date
1.	Adjunct Appointment Request Memo from Department Chair to Dean	_____
2.	Current CV (updated within the last 3 months)	_____
3.	**Original Transcripts** from Terminal Degree University **(COPIES OR TRANSCRIPTS RELEASED TO STUDENT CANNOT BE ACCEPTED)**	_____

Original transcripts should be mailed directly to the Office of Faculty Affairs from the terminal degree university Registrar's Office. Electronic transcripts are acceptable and can be released directly to Chris.Mason@unthsc.ed. If for some reason the transcripts are received in the department, please bring unopened sealed envelope directly to Faculty Affairs.