



ADJUNCT NON-CLINICAL FACULTY INITIAL APPOINTMENT

Adjunct Non-clinical Faculty appointments are granted to those who serve in an academic role such as teaching, lecturing, and/or grading assignments. Details and templates/forms can be found on the [Faculty Affairs](#) webpage.

CHECKLIST

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

Please **upload** this checklist and required documents into the **Adjunct Faculty Management System**. Each document must be uploaded separately. The appointment request will be reviewed and routed by Faculty Affairs to the Provost for approval. For questions, please contact Deliz Olivo at 817-735-2623 or Deliz.Olivoreyes@unthsc.edu

FacultyName/Credentials: _____ Department/: _____

School: _____ Requested Rank: **Adjunct** _____
 (i.e. Adjunct Clinical Instructor, Assistant Professor, Associate Professor, or 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. Refer to the Adjunct Paid Faculty Checklist.*

In addition to the checklist information, the following is **required** to register the adjunct into the "Adjunct Faculty Management System": **DOB (month and day only), email, address, phone number, and role.**

<u>Document</u>	<u>Initial & Date</u>
1. Adjunct Appointment Request Memo from Department Chair to Dean (signed)	_____
2. Current CV (updated within the last 3 months)	_____
3. Original Transcripts from Terminal Degree University	_____

NOTE: 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 Deliz.olivoreyes@unthsc.edu. If for some reason the transcripts are received in the department, please bring unopened sealed envelope directly to Faculty Affairs. FA will upload it in the Adjunct Faculty Management System.

Office of Faculty Affairs- Rev. 07.13.21

THE UNIVERSITY *of* NORTH TEXAS
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