ADJUNCT NON-CLINICAL FACULTY

RE-APPOINTMENT

Adjunct faculty appointments are granted up to three (3) years and it will automatically terminate if not renewed. Adjunct faculty appointments expiring on **August 31** will require reappointment. If the Dean and/or the Department Chair elects to renew the appointment, please **upload** this checklist and the required documents into the ***Adjunct Faculty Management System*** no later than **August 3rd**. The appointment request will be reviewed by Faculty Affairs. For questions, please contact Deliz Olivo at 817-735-2623 or Deliz.Olivoreyes@unthsc.edu

**CHECKLIST**

Reappointment Date:       Faculty Name/Credentials:       Department:

School:       Adjunct Faculty Rank:       Affiliation:

If the adjunct is not registered into the “Adjunct Faculty Management System” the following is **required**: **DOB (month and day only), email, address, phone number, and role.** If the adjunct is already registered, please search their record and upload the following documents:

1. Current CV (**updated within the last 3 months**)
2. Adjunct Faculty Evaluation – Current UNTHSC adjunct faculty who have been appointed for one or more year within the institution will need a formal evaluation at the time of re-appointment.

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Dean/Chair Signature Approval Packet submitted by (Print Name) Date

Rev. 04/2023