

### **Requirements for Adjunct Faculty Appointments**

1. Minimum requirements for adjunct are a PhD in Physics or related discipline and nomination by a member of the physics department faculty.
2. Appointments are subject to approval by department chair.
3. Participation on a thesis committee requires a separate appointment as a graduate faculty scholar, which must be approved by the department graduate faculty committee.
4. Adjunct appointments are nominally for one year subject to renewal by the department chair.

### **Procedures for Adjunct Faculty Appointments**

5. A copy of the CV and nomination letter is filed with the physics department.
6. The department chair sends out appointment letter and volunteer form to the candidate.
7. The department then creates a personnel file for candidate, including the nomination letter, appointment letter, CV and signed volunteer form.
8. A copy of the nomination letter, appointment letter, CV and signed volunteer form are sent to the college office.
9. The appointment is announced to the department faculty and posted to the department web page.