

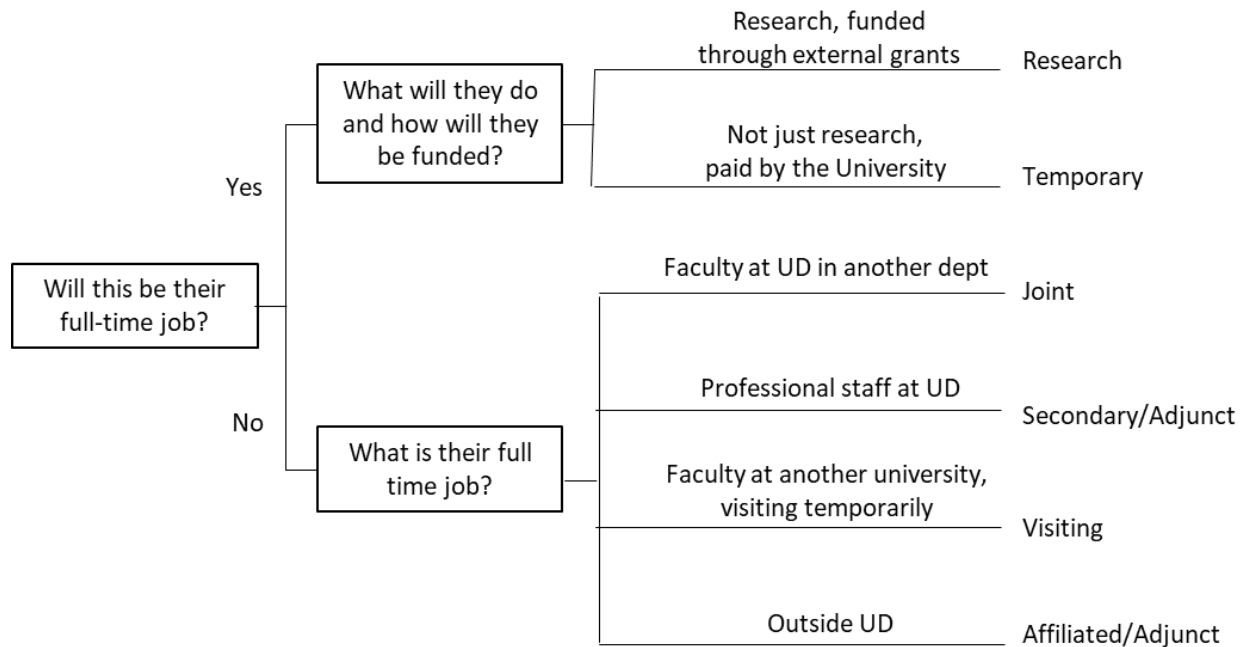


**Procedures for Special Faculty Appointments**  
*Revised February 2024*

These procedures are intended to clarify how to make special appointments for faculty. Please use the linked template letters provided. More details about each type of appointment are provided in the relevant Faculty Handbook sections as noted. Please direct questions about which type of appointment applies or how to proceed to the College of Engineering Human Resources (COE HR) group or the Associate Dean for Academic Affairs (ADAA).

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| 1. Adjunct faculty appointments    | 5. Research faculty appointments  |
| 2. Affiliated faculty appointments | 6. Secondary faculty appointments |
| 3. Emeritus faculty appointments   | 7. Temporary faculty appointments |
| 4. Joint faculty appointments      | 8. Visiting faculty appointments  |

**How To Determine Which Type Of Appointment Is Appropriate**





## 1. Adjunct Faculty Appointments

- Template letter is in [UD HR ConnectingU](#)
  - Select the “Resources” tab
  - Scroll down to “Hiring Resources”
  - Select Offer Status Letter Templates
  - Sign-in using your UD CAS ID
  - Select Faculty
  - Select Adjunct Faculty and open the Word document template
- See Faculty Handbook [Section 4.1.2](#) for more information
- Adjunct faculty (Professor, Associate Professor, Assistant Professor, or Instructor) are those persons who teach a course (or courses) at the University on a supplemental ("S") contract and who are not otherwise full-time faculty of the University.
- To appoint an adjunct faculty member:
  - Department drafts an affiliated appointment letter using the template on the UD HR ConnectingU link above.
  - Adjunct faculty letters are coordinated at the department level. All exceptions to the standard rate require approval by the Dean (see [here](#)). Otherwise, the Dean’s approval is not required.
  - Department sends fully signed copy to the Assistant to the ADAA for filing.

## 2. Affiliated Faculty Appointments

- Template letter is in [UD HR ConnectingU](#)
  - Select the “Resources” tab
  - Scroll down to “Hiring Resources”
  - Select Offer Status Letter Templates
  - Sign-in using your UD CAS ID
  - Select Faculty
  - Select Affiliated Faculty and open the Word document template
- See Faculty Handbook [Section 4.1.2](#) for more information
- Affiliated faculty are appointed for a limited period of time during which they are actively contributing to the University in the form of teaching, research, or consultation.
- Affiliated appointments are for people who are not already a full-time faculty member or professional staff at UD, in which case joint or secondary appointments, respectively, apply.
- Affiliated appointments are made at a rank (Professor, Associate Professor, Assistant Professor, or Instructor) established according to the same criteria as regular faculty. The Department is responsible for determination of initial rank and promotions. Affiliated status is accorded only after the regular academic review and evaluation. Such determinations do not require the approval of the college or university promotion and tenure committees.
- Terms of appointment are up to three years, and contracts are not automatically renewed.
- No stipend is paid unless an additional appointment, such as an adjunct appointment, also exists.
- Affiliated faculty are not eligible for tenure.
- Affiliated faculty receive University I.D. cards and have access to the Library; they may purchase parking permits and football tickets at faculty rates. They may not participate in the



- tuition fee waiver program. Although not members of the University voting faculty, some departments or colleges may give them voting rights in their own units; the practice varies.
- To appoint an affiliated faculty member:
    - Department drafts an affiliated appointment letter using the template on the UD HR ConnectingU link above
    - Department sends (a) a copy of the letter signed by the Department Chair, (b) a short explanation of the reason for the appointment, and (c) the faculty member's CV to the Assistant to the Associate Dean for Academic Affairs (ADAA) for ADAA's approval and Dean's signature.
    - Assistant to ADAA returns the letter to the department for the faculty member's acceptance signature.
    - Department sends fully signed copy to the Assistant to the ADAA for filing.
    - Assistant to the ADAA sends fully signed copy to all included in cc of the letter.

### 3. Emeritus Faculty Appointments

- Template – [Emeritus Professor Appointment Letter](#)
- See Faculty Handbook Section [4.1.10](#) for more information
- Upon retirement, full-time members of the faculty may be granted the title "emeritus".
  - Retired faculty who want to continue to be research active can be rehired with the title *Senior Researcher*. They must work less than 30 hours per week on average. This is separate from and independent of being granted emeritus status. Retiring faculty should work with their Department Business Administrators if they want to pursue this option. They will need to complete a [Fair Labor Standards Act \(FLSA\) form](#), which is then approved by COE HR and Class and Compensation.
  - To lead a research grant, retired faculty must complete the *Research Office PI approval form*, which is available here: [PI Eligibility Web Policy](#). The Research Office PI Approval form must be approved by the Vice President for Research Scholarship and Innovation.
  - Faculty who have retired from the University may chair committees of students whose work began under their direction prior to their retirement from the University.
- To appoint an emeritus professor:
  - Department faculty vote (no sooner than 12 months prior to retirement date).
  - Department drafts an emeritus appointment letter using template provided in the link above.
  - Department sends a copy of the letter signed by the Department Chair along with a copy of the candidate's CV to the Dean.
  - The ADAA drafts an email from the Dean to the Provost and forwards (along with a copy of the candidate's CV) to the Dean for approval and signature.
  - Dean forwards letter/CV to Provost.
  - The Provost signs the final appointment upon recommendation by the department faculty, chair, and the dean of the college.
  - Provost letter is returned to the ADAA.
  - The Provost's office includes the professor's name in a booklet provided at the Board of Trustee's meeting. This is for information only – the Board does not have to approve emeritus appointments.



- Assistant to the ADAA returns the letter to the department for the faculty member's acceptance signature. Department sends fully signed copy to the Assistant to the ADAA for filing.
- Assistant to the ADAA sends fully signed copy to all included in cc of the letter.

#### 4. Joint Faculty Appointments

- Template letter is in [UD HR ConnectingU](#)
  - Select the "Resources" tab
  - Scroll down to "Hiring Resources"
  - Select Offer Status Letter Templates
  - Sign-in using your UD CAS ID
  - Select Faculty
- Select Joint Appointment Faculty and open the Word document
- See Faculty Handbook [Section 4.1.2](#) for more information
- A joint faculty appointment refers to an academic appointment made to someone with a primary academic appointment in another unit.
- Joint appointments may or may not have a defined term (three years is typical).
- A joint appointment may be split funded between units, or funding might reside entirely in the home (majority) unit. In other words, if the person has a core faculty appointment, their additional faculty appointments are "joint" whether funded or unfunded.
- All faculty joint appointments will have a majority (i.e., salary-based) department (>50% of their workload, with the precise distribution to be negotiated by the relevant departments).
- When a joint faculty appointment involves joint funding or workload, a [Memorandum of Understanding \(MOU\)](#) must be created between the chairs of the relevant departments (or program director(s) as appropriate), signed by the chair(s) (program director(s)) and by the dean(s) of the unit(s) involved. The memo will cover the practicalities of the appointment (including but not necessarily limited to start-up funds, office/lab space, initial and anticipated workload assignments including teaching loads, service loads and buy-out/leaves policies). The MOU must specify that the chair/director of the home unit retains the sole responsibility and authority for the annual appraisal and planning process. The MOU should specify how input from the other unit will be obtained prior to decisions on appraisals, merit raises, and promotion and tenure decisions, and it should describe how workload will be assigned. In cases where there is no joint funding or workload assignments, a MOU is encouraged, but not required.
- The affected chair(s) and or program director(s) will discuss the workload assignment and accomplishments of the jointly appointed faculty member on a yearly basis. In particular the workload, as set forth in the MOU, must be such that the joint appointee's load is not more than that of those in regular disciplinary positions. In the event that there is disagreement between the chairs and the faculty member as to workload for the year, the dean(s) will be consulted and will arrange for arbitration.
- Holding a joint appointment shall in no way abridge a faculty member's rights in their home unit.
- All evaluations (yearly chair evaluation, peer evaluations) and promotion actions will originate in and be carried out within the majority department, with input from the minority department(s) and program(s) in agreement with the policy stated in the Faculty Handbook [Section 4.3.5](#). The majority department P&T committee will take into consideration the



interdisciplinary nature of the hire and of the workload and will invite input from the minority appointment department(s) and or program(s). This will include soliciting names of appropriate reviewers. The majority department P&T committee will also be cognizant of the different workloads, cultures and success paths within the minority department(s) and will take this into consideration at review time.

- Joint hires should be reevaluated at the end date in the joint appointment letter or the time of the next peer review, whichever comes first, to determine if adjustments are needed to the original MOU.
- The jointly appointed faculty member will be assigned a mentoring committee to be comprised of mentors from each of the relevant department(s) and or program(s). The mentor(s) from the minority appointment department(s) will have an important role as liaison assuring the faculty member is aware of relevant department votes and events, graduate recruiting activities, and other items of interest related to the minority department.
- At regular intervals, including the 2- and 4- year peer evaluation and post-tenure reviews, the appropriateness and benefits of the joint appointment will be evaluated by both the faculty member and the minority appointment department(s) and or program(s). At this point it may be that the faculty member and the minority department(s) and or program(s) no longer view the joint appointment as appropriate or beneficial. In that case, with the formal agreement of all parties involved (and the affected college dean(s)) the interdisciplinary appointment may be terminated and the faculty member return to a standard appointment in the primary department.
- A joint appointment may be (a) part of an initial faculty offer letter or (b) made later after the person is already a faculty member at UD.
  - To create a joint appointment for a faculty member as part of an initial offer:
    - Faculty for both the majority and minority departments must approve the joint appointment by majority approval of their respective voting faculty by a formal vote. The faculty vote is in recognition of the fact that the jointly appointed faculty member will be considered a member of both departments/programs and may have important responsibilities, such as, serving as chair of graduate thesis committees or teaching courses.
    - Majority department proceeds with standard hiring process, but in addition, drafts an [MOU](#). The MOU must be signed by the Department Chairs and Dean(s) from both departments and should be attached to the final offer letter.
  - To create a joint appointment for a faculty member who is already at UD:
    - Faculty for the minority department must approve the joint appointment by majority approval of their voting faculty by a formal vote. The faculty vote is in recognition of the fact that the jointly appointed faculty member will be considered a member of the minority department/program, including voting rights, and will have the authority to serve as chair of graduate thesis committees for students in the department/program, and may teach courses in it as well.
    - Minority department drafts an appointment letter using the template on the UD HR ConnectingU link above. If the appointment involves joint funding or workload, the minority department also draft an [MOU](#).
    - Minority department sends a copy of the letter (and MOU if required) signed by the Department Chairs from both the majority and minority departments



to the Assistant to the Associate Dean for Academic Affairs (ADAA) for ADAA's approval and Dean's signature.

- Assistant to the ADAA returns the letter to the minority department for the faculty member's acceptance signature
- Minority department sends fully signed copy to the Assistant to the ADAA for filing.
- Assistant to the ADAA sends fully signed copy to all included in cc of the letter.

## 5. Research Faculty Appointments

- Template letter is in [UD HR ConnectingU](#)
  - Select the "Resources" tab
  - Scroll down to "Hiring Resources"
  - Select Offer Status Letter Templates
  - Sign-in using your UD CAS ID
  - Select Faculty
  - Select Research Faculty and open the Word document template
- See Faculty Handbook [Section 4.1.6](#) for more information
- Research faculty have major responsibilities for externally funded and sponsored programs of research. Since the salary of research faculty derives largely or exclusively from grants and contracts, research responsibilities generally constitute all or most of the research faculty's workload. While research faculty do not have ongoing responsibilities for regularly scheduled undergraduate and graduate instruction and advisement, they may supervise undergraduate and graduate students who participate in their research programs. Occasionally, research faculty may participate in scheduled instruction, on a voluntary basis, so long as that participation is consistent with their research responsibilities.
- Research faculty are appointed to fiscal-year contracts and must meet the salary minimums in the Collective Bargaining Agreement [Section 12.9](#).
- External funding to support the appointment of research faculty (including fringe) must be continuous during the term of an appointment contract.
- Because appointments are made to fulfill external grant and contract responsibilities, the renewal limit on temporary appointments does not apply; renewals may be approved that are congruent with the terms of external contracts.
- To appoint a temporary research professor:
  - Department drafts a research professor appointment letter using the template on the UD HR ConnectingU link above
  - Department sends (a) a copy of the letter signed by the Department Chair, (b) a short explanation of the reason for the appointment, and (c) the faculty member's CV to the Assistant to the ADAA for ADAA's approval and Dean's signature
  - Assistant to the ADAA returns the letter to the department for the faculty member's acceptance signature
  - Department sends fully signed copy to the Assistant to the ADAA for filing.
  - Assistant to the ADAA sends fully signed copy to all included in cc of the letter.

## 6. Secondary Faculty Appointments



- Template letter is in [UD HR ConnectingU](#)
  - Select the “Resources” tab
  - Scroll down to “Hiring Resources”
  - Select Offer Status Letter Templates
  - Sign-in using your UD CAS ID
  - Select Faculty
  - Select Secondary Faculty Appointment and open the Word document template
- See Faculty Handbook [Section 4.1.2](#) for more information
- Secondary Faculty appointment refers to an academic appointment made to a professional in the same or another department. If the person does not have a core faculty appointment (that is, they are a professional and do not have a faculty appointment to “return to”), then a faculty appointment for them would be “secondary.”
- Secondary appointments are made at a rank (Professor, Associate, Assistant).
- Secondary appointments typically last three years and may be renewed.
- There is no additional compensation associated with a secondary appointment.
- To create a secondary appointment:
  - Department/Unit drafts a secondary appointment letter using the template on the UD HR ConnectingU link above.
  - Department/Unit sends (a) a copy of the letter signed by the Department Chair or unit director, (b) a short explanation of the reason for the appointment, and (c) the faculty member’s CV to the Assistant to the ADAA for ADAA’s approval and Dean’s signature
  - Assistant to the ADAA returns the letter to department for the appointee’s acceptance signature
  - Department sends fully signed copy to the Assistant to the ADAA for filing.
  - Assistant to the ADAA sends fully signed copy to all included in cc of the letter.

## 7. Temporary Faculty Appointments

- Template letter is in [UD HR ConnectingU](#)
  - Select the “Resources” tab
  - Scroll down to “Hiring Resources”
  - Select Offer Status Letter Templates
  - Sign-in using your UD CAS ID
  - Select Faculty
  - Select Temporary Faculty, Temporary Faculty Renewal (1.0 FTE), Temporary Faculty Renewal, or Temporary Faculty Final Year and open the Word document template
- See Faculty Handbook [Section 4.1.6](#) for more information
- Temporary, full-time non-tenure track faculty are hired through University procedures for temporary appointments and are appointed to one-year contracts.
- Unless specifically approved by the Provost, these appointments are renewable for a maximum of two additional years. An exception to this maximum may be made for research faculty, as described in the “Research Professor Appointments” section.
- Temporary faculty are appointed to fiscal-year contracts if they have <50% teaching, and academic-year contracts if they have ≥50% teaching. Contracts must meet the salary minimums in the Collective Bargaining Agreement [Section 12.9](#).
- Continuation of the temporary position beyond one year is contingent on availability of funding, departmental needs, and performance, and notice of nonrenewal is not required.



- Temporary, non-tenure track faculty are not eligible for promotion and sabbaticals.
- To appoint a temporary full-time non-tenure track faculty:
  - Department drafts a temporary professor appointment letter using the template on the HR UD ConnectingU link above.
  - Department sends (a) a copy of the letter signed by the Department Chair, (b) a short explanation of the reason for the appointment, and (c) the faculty member's CV to the Assistant to the ADAA for ADAA's approval and Dean's signature
  - Assistant to the ADAA returns the letter to the department for the faculty member's acceptance signature
  - Department sends fully signed copy to the Assistant to the ADAA for filing
  - Assistant to the ADAA sends fully signed copy to all included in cc of the letter.

#### **8. Visiting Faculty Appointments**

- Template – [Visiting Professor Appointment Letter](#)
- See Faculty Handbook [Section 4.1.2](#) for more information
- Visiting faculty include individuals, usually faculty, who come from another institution to the University for a specified period of time.
- The expectation is that these individuals will return to their home institutions at the end of their appointment period at the University of Delaware.
- Visiting professors are not paid. They are typically paid by their home institution. A visiting professor is usually someone with a full-time appointment at another university who is visiting UD while on sabbatical.
- Benefits for visiting faculty include: (1) Blue Cross/Blue Shield, (2) Dental Insurance, (3) Fee Waiver, (4) University I.D. card which will provide access to all facilities and associated privileges.
- To create a visiting appointment for a faculty member:
  - Department drafts a visiting professor appointment letter using the template provided in the link above.
  - Department sends (a) a copy of the letter signed by the Department Chair, (b) a short explanation of the reason for the appointment, and (c) the faculty member's CV to the ADAA for approval and Dean's signature
  - ADAA returns the letter to department for the faculty member's acceptance signature
  - Department sends fully signed copy to ADAA for filing
  - ADAA sends fully signed copy to all included in cc of the letter.

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All policies and procedures herein are viewed to be consistent with and are superseded by those stated in the UD Faculty Handbook.