



UNIVERSITY
OF WYOMING

Office of
Academic Affairs

Recommending Adjunct Status

Adjunct faculty may include Academic Personnel in other University departments or colleges as well as those employed outside the institution. Each letter of appointment shall set forth the terms and conditions under which services to the University are to be performed by the appointee. Adjunct faculty hold courtesy appointments and receive no financial remuneration. Adjunct appointments will be made by the Provost and Vice President of Academic Affairs for a period of not more than three years; however, an individual may be reappointed. Adjunct appointments may be made when deemed appropriate to make available to the University, on a limited or part-time basis, the services of persons who have attained recognition in their professional fields of scholarship, creativity, or other distinguished accomplishments relevant to University programs.

Nominations for adjunct status shall be initiated by the department head and/or dean. The recommendation should include:

1. An updated Curriculum Vitae.
2. A nomination letter from the department head that includes a substantive narrative addressing how the nominee qualifies for adjunct status. The nomination letter should refer to specific evidence of the nominee's qualifications. It should also include the desired length of the appointment, not to exceed three years.
3. Upon receipt of materials from the department, the Dean will provide a recommendation concerning the faculty member's eligibility to the Provost. The Provost will make a final university-level recommendation.
4. If the Provost approves the recommendation for adjunct status the individual will receive a letter from our office indicating they have been granted adjunct status.

All materials should be emailed directly to facultyaffairs@uwyo.edu

For questions, please contact Academic Affairs at 766-4286.