

## **University of Wyoming School of Computing**

### **Standard Administrative Policy and Procedure**

#### **Subject: Courtesy Appointments: Adjunct Faculty and Professional Affiliate Appointments**

**Approved: 10/10/2022**

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This policy and procedure document establishes guidelines for two types of School of Computing (SoC) courtesy appointments: (1) Adjunct Faculty; and (2) Professional Affiliates.

#### **INTRODUCTION**

SoC courtesy appointments include Adjunct Faculty and Professional Affiliates designations. Such appointments may be granted to individuals with a strong record of research, teaching, engagement, or other professional activities broadly tied to computing across disciplines who have an active collaborative relationship with the School or member(s) of its faculty or professional staff.

Individuals granted courtesy appointments demonstrate a commitment to the mission and vision of the School and to working toward its long-term success. Appointees represent a diversity of institutional settings including academia, government, and the private sector. In addition to University of Wyoming faculty with other unit appointments, courtesy appointments may be extended to other qualified personnel internally/externally of the University.

As courtesy appointments, SoC Adjunct Faculty and Professional Affiliates are by default non-financial appointments to the School but may be eligible to receive compensation under certain external funding mechanisms supported by the School or for example, through collaborative grant opportunities and pre-approved off-load teaching arrangements. Other courtesy appointment benefits may include on-site workspace for researchers and their students, and use of SoC equipment and computing resources.

#### **SOC ADJUNCT FACULTY**

As defined under UW Regulation 2-1: Academic Personnel, adjunct faculty 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.

Adjunct faculty may include academic personnel in other UW units as well as those employed in academia outside the institution. Adjunct appointments will be made by the Provost and Senior Vice President of Academic Affairs for a period of not more than three years; however, an individual may be reappointed. Each letter of appointment shall set forth the terms and

conditions under which services to the University are to be performed by the appointee, including the specific start and end dates of the appointment, and a date by which the terms should be reviewed for possible re-appointment.

For appointees with an existing faculty appointment in the UW system, the academic rank of adjunct appointments shall be the same as the appointee's existing rank, and promotions received under an Adjunct Faculty member's primary academic appointment shall be reflected in an updated Adjunct Faculty title. Determination of academic rank for all other Adjunct Faculty appointees shall take into consideration SoC guidelines differentiating faculty rank. Use of Adjunct Faculty titles by the appointee must indicate that the arrangement is one of a courtesy appointment.

Contributions of SoC Adjunct Faculty appointments may include the following:

- contributing to planning and development of the school, including curricula, strategy, initiatives, and operations
- contributing to advancing cyberinfrastructure and computing applications and technologies
- provide exposure to unique abilities, experiences, backgrounds, techniques and information for faculty and students in the School
- actively contributing to bridge between the school and home departments
- develop new relationships with members of the profession
- provide professional growth opportunities
- serving as course instructors or guest lecturers
- serving on School committees that address research, teaching and/or engagement activities relevant to the individual's expertise
- serving as a mentor for undergraduate research or experiential learning activities
- contributing to the SoC culture in providing an inclusive, diverse, equitable and supportive environment for learning, research, and engagement
- serving on graduate committees and/or as an advisor to graduate students if the individual's expertise warrants such
- participating in the development and implementation of research and/or engagement activities unique to their expertise.

Expectations of an appointment as a SoC Adjunct Faculty member include the following:

- experience and evidence of sustained productivity that demonstrates a high level of academic ability and/or knowledge of the profession (e.g., publications, development of products, performances, etc.)
- teaching, research or outreach/engagement expertise in an area that is emphasized within SoC and contributes to at least one aspect of the School's mission
- demonstrated objectivity and a willingness to be open in interacting with faculty and students
- interest in helping students achieve educational objectives of the School

- evidence that the nominee would use their adjunct status with discretion and represent SoC and University in a professional manner

### **Nomination of Candidates**

Candidates are nominated by a member or members of the SoC Faculty who should confirm the candidate's interest prior to making the nomination. Interested candidates are encouraged to seek nomination from department/unit heads. Nominations will typically be made during the spring academic semester but can be considered at other times if warranted by special circumstances.

**Nomination Letter:** A nomination letter must be submitted to the SoC Director indicating support for the development of an Adjunct Faculty appointment. In the letter, the nominator should address the following:

- The nominee's current position (and current rank if position is an academic faculty appointment at UW)
- The nominee's qualifications and credentials relevant to each of the requirements listed above
- How the appointment of the nominee will benefit the School
- Preference for length of appointment (if less than three years)
- Benefits to the candidate through Adjunct Faculty status.

**Candidate Statement of Interest:** a brief statement of interest (max. one page) from the nominee indicating her or his interest in becoming a SoC Adjunct Faculty member, the contributions they anticipate making, and the potential benefits of the appointment for the School and themselves.

**Curriculum Vitae:** A current curriculum vitae must be attached with the Nomination Letter. The vitae must address the candidate's credentials in teaching, research, service, and/or outreach/engagement.

### **Review Process**

The SoC Director will review the nomination materials for completeness. If acceptable, the nomination materials will be provided to all voting members of the SoC Faculty for consideration and discussion. Faculty will then vote on acceptance for Adjunct Faculty status, with a simple majority vote for approval/disapproval.

### **Term of Appointment**

Following a vote to approve, the SoC Director will follow UW Regulation 2-1 in submitting a recommendation for appointment to the Office of Academic Affairs, with appointments made by the UW Provost and Senior Vice President for Academic Affairs. Per UW Regulation 2-1, the term of appointment shall be no more than three years.

### **Renewal of Appointment**

Opportunities for appointment renewals also exist and will be based on active participation in the School and continuing professional opportunities for the individual.

The SoC Director will send an invitation letter to each Adjunct Faculty member toward the end of their appointment term. If renewal of term is desired by the Adjunct Faculty member, the Adjunct Faculty member must send a letter to the SoC Director stating said interest, along with a current curriculum vitae and summary of all collaborative endeavors with SoC faculty and/or students during the previous term. Recommendation for re-appointment shall be by a simple majority vote of the SoC faculty for approval/disapproval.

### **Founding Adjunct Faculty**

Individuals with early support of and connections to the SoC went through a similar process of application, approval, and appointment during the fall 2022 semester. These individuals were the first SoC adjunct faculty appointed and will be designated as founding adjunct faculty while their appointment remains active.

### **SOC PROFESSIONAL AFFILIATES**

The SoC Professional Affiliate courtesy appointment designation provides a mechanism for the School to formalize collaborative relationships with *non-academic* personnel both at UW and from beyond the university. Objectives, roles, and expectations for professional affiliates are like those for Adjunct Faculty appointments but typically emphasize outward facing R&D work, information / technology transfer activities, professional training and internship relationships over scholarship, undergraduate teaching, and graduate student mentorship. Professional Affiliate appointments can also provide a way to maintain formal relationships with past members of the School's Advisory Board. SoC Professional Affiliates will be included within the people section of the website.

Professional Affiliate appointments are made upon consideration of qualifications by the SoC Director, who may solicit input from the SoC Core Team, the SoC Faculty, and other SoC professional staff as may be appropriate. Candidates may self-nominate or may be nominated by a member(s) of the SoC Faculty or other SoC professional staff. Requirements for supporting nomination materials are flexible but should provide sufficient information to adequately assess the potential benefits of the appointment. Length of appointment may vary but is usually for three years and will be specified in an appointment letter from the SoC Director to the appointee. Appointments will expire with the end date specified in the appointment letter, however, opportunities for appointment renewals also exist and will be based on active participation in the School and continuing professional opportunities for the individual. Provost-level approval is not required for Professional Affiliate appointments.