

Policy Number: 10-09.06

Policy Title: Adjunct, Secondary and Voluntary Clinical Series Faculty Appointments¹

Effective Date: April 30, 2024

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1. Policy Statement

Adjunct, Secondary and Voluntary Clinical Series **appointments are generally unpaid (volunteer) faculty appointments given to selected qualified professionals within OHSU and in the community to recognize their commitment and service to the School of Nursing.**

Applies to: Adjunct, Secondary and Voluntary Clinical Series Faculty Appointments (formerly called Affiliate and Joint Faculty Appointments). Titles and policy revised based on changes to OHSU Faculty Series and Rank Policy (03-05-020).

2. Definitions

Adjunct faculty (formerly affiliate faculty) appointments are assigned rank and are generally unpaid or may have partial FTE (< .5 FTE) but have professions or employment elsewhere. Inclusive of OHSU providers (with non-academic positions) for example clinicians employed in VA or OHSU Medical Center/Clinics. Appointments recognize community and OHSU affiliated colleagues for their commitment and service to the SON. The rank of an adjunct appointment is based on nominee's current credentials. SON Academic Administration processes these requests.

Secondary faculty (formerly joint faculty) are assigned rank and are generally unpaid (by the School of Nursing) **or** may have a partial FTE with SON. Secondary faculty have paid faculty appointments in another OHSU school (for example SOM or Portland VA). The rank of a Secondary appointment is based on the nominee's current rank, credentials, and criteria for their primary appointment within OHSU. Appointments recognize faculty colleagues from other OHSU schools for their commitment and service to the SON. This process occurs within the SON HR office.

Voluntary Clinical Series faculty (formerly affiliate faculty) appointments are assigned rank, and are unpaid faculty appointments made to selected qualified professionals outside of OHSU providing primarily clinical related service. Appointments recognize colleagues outside of OHSU for commitment and service to the practice mission of the SON (for example clinical preceptors). The rank of a faculty series appointment is based on nominee's current credentials. SON Academic Administration processes these requests.

¹ Formerly titled Affiliate & Joint Faculty Appointment

Sponsor is the person nominating candidates for an appointment to Adjunct, Secondary or Voluntary Clinical Series.

3. Responsibilities

Appointments and reappointments are managed within the Dean's office. Materials submitted by the sponsor (and APT recommendation if appropriate) are reviewed and a determination (including assignment of rank if appropriate) is made by the Dean or designee. Letters of offer are extended by the Dean or designee, with a cc to the Sponsor and appropriate staff.

Adjunct and Voluntary Clinical Series Faculty Nominations (formerly affiliate faculty)

Nominations may be requested by individual faculty (with CC to the Program Director/Campus Associate Dean –PD/CAD as FYI), PD/CAD, Associate Deans, or the Dean. The rank is recommended based on the nominee's current rank if at another academic institution and/or their credentials. The Sponsor submits the Request Form and the nominees CV to the Dean or designee.

Secondary Faculty Nominations

Nominations can be made by faculty (with cc to the PD/CAD as FYI), PDs/CAD, Associate Deans, or the Dean. The rank of a Secondary appointment is based on the nominee's current rank, credentials, and criteria for their primary appointment within OHSU. The Sponsor submits the Request Form, the nominees CV, and a rationale statement supporting the appointment to the Dean or designee.

If the Secondary appointment will be at the same rank as their Primary appointment, the nomination is reviewed by the Dean or designee. If the sponsor is recommending a higher rank than the Primary appointment the nomination materials are reviewed by; a) APT committee with recommendation to Dean or designee if at rank of associate professor or higher; or b) by the Dean or designee if rank is at assistant professor or below. This process ends within the SON HR office.

Reappointment

The Dean's office staff review appointment list for accuracy of sponsor (for example currently employed) and email addresses. If the sponsor is no longer at the institution, the request will be made to the Program Director to determine whether the appointment should be renewed and who will serve as the Sponsor.

Adjunct and Voluntary Clinical series faculty appointments are for 2-year terms and are renewable. Secondary Clinical faculty appointments are for 5-year terms and are renewable.

4. Procedures

The following steps outline the process for completing and submitting required nomination documents, including what to submit, where to submit, the process of review, and determination of appointment and reappointment

- 1) Nomination of an Adjunct, Secondary and Voluntary Clinical Series Faculty Candidate
 - a) Sponsor (SON faculty, Program Director/CADs, Associate Deans or Dean) completes a nomination packet that includes:
 - i) Adjunct, Secondary and Voluntary Clinical Series Faculty Appointment Request Form (SON 10-09.06A)– completed by the Sponsor
 - ii) Candidate's CV/Resume – Sponsor requests from the nominee

- b) Sponsor sends an email with completed nomination packet to the Dean's office
- 2) Compiling and review of candidate nomination
 - a) The dean or designee reviews packet for completeness (requests additional documents from the Sponsor as necessary).
 - b) Completed nomination packets are emailed in one PDF to the appropriate reviewer (noted below).
 - i) Adjunct and Voluntary Clinical series faculty nominations are reviewed by the dean or designee.
 - ii) Assignment of rank for Voluntary Clinical Series faculty (when nominee has rank at another institution) is reviewed and assigned by the Dean or designee (if not in a faculty position with assigned rank, assign as "Voluntary Clinical Instructor").
 - iii) Secondary faculty nomination at same rank as primary appointment is reviewed by the Dean or designee.
 - iv) Secondary Faculty nomination with recommendation for **higher rank** than primary appointment is reviewed by APT committee (rank of Associate or higher) or Dean/designee (rank of Assistant or below).
- 3) Approval of appointment
 - a) Appointment request is reviewed and rank is assigned by appropriate reviewer (see above 2.b.) and returned to the Dean's office or designee.
 - b) The Dean or designee extends the offer letter. The Dean's office staff sends the letter for appointment to the candidate for signature.
 - c) The Dean's office maintains files. The signed offer letter is combined with nomination documents to create an electronic appointee file. Filed with Appointee Files. Information is added to a database for tracking.
 - d) The expiration/renewal date is set to the closest January 1. Renewal periods are:
 - a) 2 years for Adjunct and Voluntary Clinical Series faculty appointments and:
 - b) 5 years for Secondary Appointments.
- 4) Renewal of appointment
 - a) Appointments are reviewed for renewal at 2 years for Adjunct/Voluntary Clinical Series faculty and at 5 years for Secondary appointments.
 - b) In November a renewal list is generated from the database.
 - c) The Dean's office staff review list for accuracy of sponsor (still employed) and email addresses. If the sponsor is no longer at the institution, the request will be made to the Program Director to determine whether the appointment should be renewed and who will serve as sponsor.
 - d) Sponsor is sent an email notification two-months prior to expiration, with a 30 day timeline for a response indicating if renewal is recommended. The sponsor responsible for reviewing the appointment. The sponsor is also responsible for supplying any updated appointee contact information to the Dean's office staff, including current license numbers and expiration date.
 - e) If recommended for renewal, a request for a current CV/Resume is sent to the appointee along with notification of reappointment (with cc to Sponsor). The CV is requested to be returned within 30 days. If no CV/Resume is received, the appointment is considered a non-renewal.
 - f) If renewal is not recommended, the appointee and sponsor are notified by email. The file is updated to reflect the status of non-renewal of appointment.
 - g) When CV/resume is received, the expiration date is updated (2 or 5 years until next review) and placed in the appointee PDF file. All renewal dates are set to

expire at the nearest January 1 date (2 or 5 years later).

- h) All changes to appointee status and related documents (contact information, emails, and renewal/non-renewal recommendations) are to be updated in the database.
- 5) Forms needed to complete the procedure.
- a) Adjunct, Secondary and Voluntary Clinical Series Faculty Appointment Request Form (SON 10-09.06A)

Implementation Date: August 19, 1985

Revision History: 2/18/1997, 11/2007, 8/2/2010, 4/2018, 11/2018, 4/15/19, 5/23/22

Related Policies and Procedures: OHSU 30-10-020: Academic & Research Institute Faculty Appointments, OHSU 03-10-025: Faculty Employment Contracts/Appointments, SON Adjunct, Secondary and Clinical Series Faculty Appointment Request Form (SON 10-09.06A)

Responsible Office: Dean's Office

Supersedes: SON Policy 10-09.10 Joint Faculty Appointments

Key Words: