

FACULTY POLICY

FA100 – Adjunct Faculty Appointments at Other Institutions

10-25-22 Received from Kristi Forman & Distributed to Handbook Committee
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POLICY

UTHSC recognizes that its faculty may benefit from acceptance of compensated adjunct faculty appointments at other institutions and permits such a compensated adjunct appointment if it does not constitute an unacceptable conflict of interest or commitment on the part of the faculty member. Any such adjunct faculty appointment must be approved under the procedures set forth in UTHSC's Policy on Compensated Outside Services (Appendix F) and must comply with relevant University policies (including GE0002 - Conflicts of Interest & Commitment and FI0445 - Employee Services between the University Board of Regents Institutions and State Agencies).

UTHSC also recognizes that its faculty may benefit from, and may provide valuable professional service by participating in, unpaid or volunteer appointments at other institutions, such as service on dissertation committees for graduate students or review activities at those institutions.

Faculty members wishing to engage in such appointments (compensated and uncompensated) must obtain prior approval from their department chair and dean as described in the following procedure before undertaking such activities in order to assure that such activities do not interfere with their fulfillment of their responsibilities as a UTHSC faculty member.

Clinical faculty should also be aware that some colleges have strict requirements limiting clinical practice to UTHSC-approved venues (see § 4.13: Faculty-Initiated Changes in Clinical Practice Affiliation).

POLICY RATIONALE AND PROCEDURE

Since the acceptance of an adjunct faculty appointment or uncompensated volunteer appointment at another institution has the potential to create a conflict of interest or a conflict of commitment to UTHSC, any full time UTHSC faculty member wishing to pursue such an appointment must adhere to the following procedure:

- The faculty member must provide their department chair with a written proposal that includes identification of the other university/institution as well as a description of the duties that they plan to perform for the other university/institution.
- If it is determined that the proposed arrangement would constitute little or no conflict of interest/commitment for the faculty member, the department chair will approve the proposal and forward copies of that approval to the faculty member, the Dean and the Chief Academic Officer (CAO).

- If it is determined that the adjunct appointment would constitute a substantial conflict of interest/commitment, the chair will deny the request. The chair may also indicate whether an alternative arrangement (a subcontract for faculty time, a change in the faculty member's appointment to part time, etc.) might be acceptable. If an alternative arrangement is proposed, it then will be discussed by the chair and faculty member with the objective of reaching a mutually acceptable arrangement. In either case, the Chair will communicate the reasoning for their decision or alternative suggestions to the faculty member, the Dean and the CAO in writing. Changes in faculty status require approval by the Dean and notice to the CAO.

APPROVAL HISTORY

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