

# Policies regarding search committees, adjunct faculty appointments, and transfer of faculty appointments<sup>1</sup>

## 1) Search committees: Guidelines for formation and procedures for operation

1.1. The CMSE faculty shall advise the Department Chairperson concerning possible areas for new positions and possible nominees for the Search Committees, including faculty in other MSU departments interested in joint appointment in the Departments.

1.2. Appointments to a Search Committee shall be made by the Department Chairperson, subject to recommendations and approval by the AdCom. The committee shall consist of at least four faculty and a CMSE graduate student or postdoctoral research associate representative. The chairperson of the committee should be a tenured faculty member in CMSE. One faculty member of the committee should be from outside of CMSE. Normally, Search Committees shall consist predominantly of faculty representing the discipline being sought. The graduate student/postdoctoral representatives should normally, as closely as possible, represent the discipline being sought.

1.3. The Search Committee shall follow the Colleges and University policies for searching for and hiring new faculty.

1.4. The Search Committee shall see that the position is widely advertised in accordance with the policies of the College of Natural Science and the University, except in the case of joint or transfer of appointment.

1.5. The Search Committee shall select at least three candidates to be invited to visit the Department for an on-campus interview, except in the case of joint or transfer of appointment. The Search Committee shall arrange for candidates to visit with faculty, students, and research associates during their on-campus interview, and shall seek feedback on the candidates from the same groups.

1.6. The Search Committee shall present their recommendations to the voting faculty for discussion and approval before advising the Department Chairperson. Recommendations should consist of an assessment of candidates' strengths and weaknesses and an assessment of "above threshold for hiring" and "below threshold for hiring" for every candidate that was brought to campus for an interview. The search committee should not present a formal ordered ranking for the "above threshold" candidates.

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<sup>1</sup> Note: this policy was created by CMSE's AY18-19 AdCom, and revised based on faculty feedback and approved by the AY20-21 AdCom (with **approval taking place on 2020/12/04**). In the following policy, note the appearance of the word "shall," which is intended to be a mandate, and "should," which is intended to be guidance.

**Explanation of AdCom intent:** The following two sections describe adjunct appointments and transfers of an existing faculty member's appointment into CMSE. Adjunct appointments are deliberately meant to be temporary arrangements, with negotiable and minimal rights and responsibilities within the department - for example, an adjunct faculty member cannot solely supervise a CMSE graduate student. (This is in contrast to a faculty member who transfers part of their appointment, who has the same rights and responsibilities as any tenure-stream faculty member in the department.) Adjunct positions are typically used at MSU for individuals from outside of the university where it makes sense for them to have an academic appointment at MSU - for example, if they serve on many doctoral dissertation committees or are an integral part of a Center- or Institute-level grant. Adjunct positions are rarely used for existing faculty within MSU, but AdCom envisions that this could be a useful replacement for the 0% "courtesy appointment" system used by other departments, which has been found to be administratively challenging by some of those departments, and which CMSE has historically declined to participate in. The adjunct system also has the benefit that it is of limited duration and conveys limited rights (e.g., adjunct faculty cannot vote on departmental issues).

## **2) Adjunct faculty - appointment procedure, rights, and responsibilities**

### **1. 1. Procedures for application to adjunct faculty status.**

1.1. The definition of an Adjunct Faculty member comes from MSU's Faculty and Academic Staff handbook: "These are appointments of persons whose primary responsibility and income is outside the unit in which the appointment is made. Primary responsibility or source of income may be in another unit of the university or may be outside the university. The appointments are usually without salary and for a maximum period of three years. Reappointment is at the discretion of the administrative unit. Successive reappointments do not confer tenure or other continuing employment status."

1.2. Application for adjunct status will be made to the Chair of the Department. A recent CV and a letter of nomination must be provided for each candidate. The nomination letter may originate from the candidate or from a CMSE faculty member. The letter must include the reasons for requesting adjunct status, the benefits that will be provided to the department by the candidate, and the expectations of the candidate from the Department.

1.3. Completed applications will be brought before the Advisory Committee for review. A majority vote from the Advisory Committee is required to move the packet forward to the full faculty. The Advisory Committee may (but does not have to) recommend that the candidate present a seminar to the department and meet with members of the department prior to a full faculty vote. In such a case, the Advisory Committee will serve as an *ad hoc* search committee, and will be responsible for organizing the visit, collecting feedback, and presenting it to the faculty prior to a vote.

1.4. Pending approval by the AdCom, the CMSE faculty will review the candidate and vote on acceptance as an adjunct faculty member at a regular faculty meeting. Faculty not able to attend the faculty meeting will be given the opportunity to vote by proxy. Approval by a majority of the Voting Faculty in CMSE is required for acceptance of the candidate as adjunct faculty, as well as the Chairperson's approval.

## 2. 2. Term of appointment.

2.1. As per the Faculty and Academic Staff Handbook, all adjunct faculty are appointed for a maximum term of three years.

2.2 The status of adjunct faculty shall be reviewed by the Advisory Committee in the last semester of the individual's appointment period, at which time the adjunct appointment may be continued or terminated. Continuation requires approval by a two-thirds majority of the Advisory Committee.

## 3. 3. Adjunct faculty rights and expectations.

3.1. CMSE expects, and will strive to ensure, that its relationship with its adjunct faculty will be a mutually beneficial one. Whereas the adjunct appointee will derive a variety of privileges relating to their association with the Department, the Department will in turn benefit in various ways that will differ among appointees, depending upon the nature of their Department involvement.

3.2. The adjunct appointee may co-advise CMSE graduate students (with a tenure-stream CMSE faculty member serving as the primary advisor), can nominate seminar speakers, and can list CMSE and MSU as an official affiliation (and will appear in the faculty directory).

3.2. Adjunct appointees will typically be expected to contribute to the department's educational mission, either through the provision of guest lectures in one or more courses offered by CMSE under the supervision of one of its regular faculty members, or through supervision of a course, or portion thereof, for which CMSE has responsibility.

3.3. Adjunct appointees may attend departmental, college, and university faculty meetings, but are not members of the Voting Faculty (as defined in the CMSE bylaws) and thus do not have voting rights at any level in the university structure.

3.4. The department may ask the adjunct appointees to serve on one CMSE standing committee as a non-voting member, with the exception of the Advisory Committee, Reappointment/Tenure/Promotion committee, and search committees.

3.5. As the nature of each adjunct appointment is unique, the specific role of the adjunct appointee in the teaching program, and in other Department activities and functions, will be determined on a case by case basis prior to the finalization of the initial appointment and any subsequent reappointments and should be articulated in a Memorandum of Understanding signed by the appointee and the Department Chairperson.

### 3) Joint or transfer of appointment procedure

#### 1. Procedures for application for joint appointment or transfer of appointment

1.1. A member of the faculty with a joint appointment is defined as a faculty who has less than 100% appointment in CMSE. Transfer of appointment is defined as a MSU faculty member who desires to have 100% of their appointment in CMSE.

1.2. Application for joint or transfer of appointment will be made to the Chair of the Department. A recent CV and a letter of nomination must be provided for each candidate. The nomination letter may originate from the candidate or from a CMSE faculty member. The letter should include the reasons for requesting joint or transfer of appointment, the benefits that will be provided to the department by the candidate, and the expectations of the candidate from the Department.

1.3. Completed applications will be brought before the AdCom for review. A positive vote from a majority of the Advisory Committee is required to move the packet forward to the Chairperson with a recommendation of whether to pursue the candidate. If the Chairperson approves the recommendation to pursue the candidate, the Advisory Committee will typically serve as an *ad hoc* search committee.

1.4. The search committee will schedule a seminar, arrange faculty/student meetings with the candidate, seek feedback from faculty, research associates, and students, and formulate a recommendation and present it at a regular faculty meeting for a vote. Faculty not able to attend the faculty meeting will be given the opportunity to vote by proxy. Approval by a majority of the CMSE Voting Faculty is required for acceptance of the candidate with a joint or sole appointment with CMSE, as well as the Chairperson's approval.

#### 4. 2. CMSE expectations of faculty with joint appointments.

2.1. CMSE expects faculty with a joint appointment to make significant contributions to the Department's missions. In practice, this means that faculty must have joint appointments of at least 25%, with expectations that the faculty member will teach in the department and serve on committees in proportion to their appointment fraction and rank, and that CMSE will contribute to faculty annual evaluations and RPT evaluations. Faculty seeking a lower level of commitment and contribution should pursue an Adjunct Faculty position.

2.2. A discussion of a faculty member's obligations to all of their academic units should occur between the faculty member and the chairpersons of all of their units, and a clear description of rights, responsibilities, and expectations should be articulated in a Memorandum of Understanding signed by the appointee and all relevant unit Chairpersons.