

**GUIDELINES FOR THE APPOINTMENT AND REAPPOINTMENT
OF SECONDARY AND ADJUNCT FACULTY**

Case Western Reserve University
Department of Biology

The purpose of secondary and adjunct appointments is to expand and enhance the research and academic programs of the Department of Biology. Such appointments should be made only when the candidate makes a research or teaching contribution to the department, and the following guidelines should be closely followed.

GUIDELINES

Secondary appointments are reserved for CWRU faculty who hold a primary appointment in another department at the University and who want to formalize their interactions with the Department of Biology.

The rank of the secondary appointment shall be the same rank of the faculty member in her or his home department. Secondary appointments will be renewed annually, but cannot extend beyond the termination of the existing primary appointment.

Adjunct appointments are reserved for non-CWRU faculty who either hold a research or teaching position in another institution outside the University, or a non-faculty position within CWRU, and who want to formalize their interactions with the Department of Biology. The ranks for an adjunct appointment will include Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor.

To be eligible for secondary or adjunct appointment the candidates must make significant contributions to the Department of Biology programs through their teaching activities, research collaboration or service contribution.

The following should be submitted to the department chair:

1. Letter requesting the appointment
2. An updated C.V.
3. Letter from the home department chairman or institutions head supporting such a request
4. Description of her/his previous interaction with a faculty member of the Department of Biology, educational programs and/or future scientific collaboration.
5. Description of candidate's most important scientific and academic achievements
6. Current extramural support
7. A copy of recent and important manuscripts

The candidate will also give a department seminar on his/her work. Evaluation of the candidate will be based on his/her scientific and academic merit, and on the present or proposed contribution to the Department of Biology research and educational programs. Criteria for acceptance include the following:

1. Capability and willingness to contribute to the academic and research program, including teaching undergraduate, graduate and outreach programs and participation in formulating and revising curricula and programs.
2. Evidence of research interaction with faculty member of the Department of Biology such as co-authorship in scientific papers, grant collaborations, participation on programs or training grants and sharing of major equipment and facilities.
3. Active participation in the scientific activities of the department including seminars, retreats, symposia as well as department committee and recruitment of faculty and students.

Secondary and adjunct appointees may serve on various departmental committees, participate in educational programs and be eligible to serve as thesis advisors. However, to be a thesis advisor they must have an independent laboratory and active research program funded outside the Department of Biology.

Secondary and adjunct appointments are for a period of one year. Appointments may be renewed on a yearly basis. The department chair office will send a form to the secondary and/or adjunct appointee requesting updated information of his/her activities and collaboration with the department and its members. At least one primary full time faculty with whom the appointee is collaborating will review and co-sign, with the Chair, the recommendation letter to the Dean for final reappointment.

Passed 9/26/02