

Appointment and Reappointment of Adjunct Faculty

An adjunct appointment may be proposed for an individual whose primary affiliation is not at Harvard University and who is expected to make or who continues to make a significant contribution to the School's academic activities. Contributions are ordinarily expected to constitute a minimum of 5 percent FTE, and should be described in detail on the required form.

THE Harvard Chan School ordinarily honors the rank (assistant, associate, or full professor) the individual holds at his/her current or former home institution. Persons who have not held an academic rank will ordinarily be appointed at the rank of lecturer. In each case, the title at HSPH is preceded by the modifier "adjunct." Terms are ordinarily five years (for adjunct professor, associate professor, and senior lecturer) or three years (for adjunct assistant professor and lecturer) and may be renewed indefinitely. Adjunct faculty do not have the privilege of voting in schoolwide faculty meetings.

The procedure for nominating an individual for an adjunct appointment/reappointment is as follows:

1. The department chair consults with all primary members of the department at ranks equivalent to or higher than that of the proposed appointment (i.e., for a professorial appointment: tenured professors only; for an associate professorial appointment: associate professors, senior lecturers, term professors, and tenured professors; for an assistant professorial appointment: assistant and associate professors, lecturers and senior lecturers, term professors, and tenured professors) and documents their views about whether the review should proceed. Any demurrals are noted on the nomination form.
2. The department chair completes the required form, providing an explicit description of how the 5 percent commitment will be met during the proposed term (see below). If this is a reappointment, the chair also provides an explicit description of how the 5 percent commitment was met during the previous term. The form is signed by both the nominee and the department chair.
3. The form and current curriculum vitae are forwarded to the Office of Faculty Affairs for submission to the Standing Committee on Appointments, Reappointments, and Promotions.

CRITERIA FOR ADJUNCT APPOINTMENT

Activities that **always** meet the 5 percent criterion include the following:

- serving as a program or course developer, primary instructor, or co-instructor of a
- Harvard Chan School course, with at least 50 percent of responsibility for a 2.5-credit course or 25 percent responsibility for a 5-credit course (note: the provision of occasional lectures in someone else's course does *not* meet the 5 percent criterion)

NB If the nominee's 5 percent contribution will include classroom teaching, SCARP requires that the candidate submit teaching evaluations. In cases where the nominee has no teaching record (or no evaluations to supply) he or she should ordinarily be appointed first as instructor (or offered another role-appropriate annual appointment) for one year. Subsequently, if the appointee's course evaluations meet CEP standards, the department can submit a recommendation of secondary or adjunct appointment.

- primary dissertation advisor to a Harvard Chan School student
- member of dissertation committee of three or more Harvard Chan School students
- mentor to a Harvard Chan School postdoctoral fellow
- supervisor of a Harvard Chan School student practicum
- principal investigator on a training grant that supports Harvard Chan School students

Activities that may meet the 5 percent criterion include:

- facilitation of exchange programs between Harvard Chan School doctoral students and students at another university
- ongoing assistance in placing Harvard Chan School students in practica, dissertation projects, or research experiences

Occasionally, the appointment or reappointment of an individual whose contributions are important to the department but do not meet the above, specific criteria may be considered. In such a case, a detailed rationale for appointment should be provided. The number of appointments made under these criteria ordinarily should not exceed the larger of 3 per department or 10 percent of the primary faculty in the department. Such appointments are known as ABCD (for “appointment by chair’s discretion”).

Occasionally, the appointment or reappointment of a highly distinguished individual whose contributions are less tangible may be considered. In such a case, a detailed description of contributions that qualify as exceptions to the 5 percent time commitment should be provided.

While research collaborations are not sufficient grounds to grant an adjunct appointment, it is a School requirement that an individual who serves as principal investigator on a grant funded through the school hold a Harvard Chan School appointment. In such cases, an adjunct appointment may be granted administratively (i.e., without SCARP review).