

Adjunct Faculty Policy
Department of Anthropology
University of Massachusetts Amherst

Requirements

1. Normally the applicant holds a doctoral degree and is actively practicing anthropology in some manner — research, publication, teaching, applied work.
2. Individuals holding a current faculty position outside our department will be considered for Adjunct Faculty status at their current rank (e.g. an Associate Professor in Regional Planning would be an Adjunct Associate Professor in our department); all others will be considered for Adjunct (Post-Doctoral) Research Associate status.

Application Procedures

1. The following materials should be sent to the department chair:
 - A. A cover letter addressed to the Chair of the Personnel Committee, stating the title (i.e. Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Adjunct Post-doctoral Research Associate) being requested, outlining current pursuits in anthropology, the objectives sought for in this affiliation, and the benefits expected to accrue to the department as a consequence of this appointment.
 - B. A current copy of a *Curriculum vitae*.
 - C. Three current letters of reference from individuals who can make credible professional judgments about the quality of the applicant's work. (This is *not* required for faculty holding tenure-system appointments in other UMass units or within the Five College Consortium).
2. The chair will acknowledge the receipt of an application with a letter and enclose a copy of these procedures.

Decision

1. The Personnel Committee will evaluate the materials presented by the applicant and report the results of their deliberation to the applicant and to the department chair.
2. For positive recommendations, the department chair will prepare and transmit the documentation to the university administration to implement the appointment. This includes the completion of the "Approved Offer and Acceptance Form for New Appointments", a cover memo, a copy of the *Curriculum vitae*, and copies of three letters of reference.
3. The term of the appointment shall normally be no more than five years commencing September 1.

The Adjunct's Relationship to the Department

1. The adjunct faculty or research associate is expected to provide some tangible benefit to the department each year. These benefits include giving a public lecture to department members, providing counsel and guidance to students, conducting funded research under the aegis of the department, and/or undertaking professional service with the department listed as the adjunct's affiliation. These benefits should be summarized in a report of professional activities undertaken over the previous year (September 1 through August 31). This report shall be submitted to the department chair on or before October 1 each year.
2. The department chair, in turn, should:
 - A. Maintain a current list of all adjunct appointments with expiration dates.
 - B. Publicize the availability of adjunct faculty for department members.

Reappointment Procedures

1. An adjunct member of the department who wishes to be considered for re-appointment, will so inform the department chair by March 1 (six months prior to the expiration of the appointment), with a letter and a current copy of a *Curriculum vitae*.
2. The department chair will then invite the Personnel Committee to make a decision on the re-appointment request.
3. The Personnel Committee, in considering a re-appointment, will review the cover letter, *Curriculum vitae*, and annual reports. Applicants whose record of benefits to the department is lacking will not normally be re-appointed. The Chair of the Personnel Committee will inform the applicant and the department chair of the committee's decision.
4. The department chair will forward to the dean the documentation necessary for a re-appointment.

Voted by the Department at its October 22, 1997 meeting
and amended at the May 13, 1998 meeting.

Department's Adjunct Policy:

In addition, when an Adjunct faculty member requests an email account, we ask them to accept the following statement (or something close to it):

"Thank you for your inquiry concerning obtaining an email address from the University. As you know adjunct faculty are eligible for email and library access with the approval of the Department. We are pleased to offer you approval for an email address, and I am writing to (1) remind you of our adjunct policy (please see attached for expectations, renewal, etc.), and (2) say a few words about fair use of your email account. Your email address will be your name plus "@anthro.umass.edu". We expect adjunct faculty to insure that they do not represent themselves as employees of the university and that they do not use the email for communications that are of a personal nature or are not otherwise consonant with the activities outlined in your application for adjunct status. If you have any other questions about UMass email or OIT, many answers can be found here: <http://www.oit.umass.edu/>

Can you please acknowledge receipt and acceptance of this agreement?"