Old Dominion University
Adjunct Faculty Approval & Employment Authorization Form

It is hereby recommended that the following individual be appointed/reappointed as an adjunct faculty member at Old Dominion University in the:

College of: _____

Department/School of: _____ **Mail Drop Code:** _____

Budget: _____ **Position #:** _____

_____ **University Identification #:** _____

Last Name First Name Middle Initial

_____

Street Address City State Zip Code

_____ _____ Sex: ◯ Male ◯ Female _____

Telephone Date of Birth (Mandatory) Race

Race Codes
0 White 3 Asian
1 Black 4 Native American
2 Hispanic 5 Other/Unknown

Payroll Status:

Paid by the University _____
Not Paid by the University _____

U.S. Citizen _____
Resident Alien _____
Non-Resident Alien _____

SS Card Received _____
I-9 Complete _____
I-9 Expires _____ *(If Applicable)*

For Academic Affairs completion

New Appointment: _____

(If a new appointment, attach a copy of vita/resume., graduate transcript and social security card.)

Reappointment: _____

(Attach an updated vita/resume.)

Term of Approval:

Begin Date: _____ _____ _____
Mo. Day Year

End Date: _____ _____ _____
Mo. Day Year

Certified for Graduate Instruction?
☐ Yes ☐ No

If yes, attach copy of certification form.

Rank: _____ **(See Reverse)**

Academic and Professional Preparation (Please see reverse side of form for explanation)

Institution: _____

Graduate Degree: _____ **Date Conferred:** _____ **Official Transcript on File** ☐ **Yes** ☐ **No**

Major: _____ **18 Graduate Semester Hours in Teaching Field:** ☐ **Yes** ☐ **No**

If no, attach a memorandum from the department chair that fully justifies the experience being used in lieu of formal academic preparation.

Specify Courses to be Taught: _____

Purpose of Appointment (If non-teaching): _____

Recommended By: _____ _____
Department Chair **Date**

Approvals: _____ _____
Dean **Date**

_____ _____
Provost **Date**

Old Dominion University is an equal opportunity, affirmative action institution.

INSTRUCTIONS

Adjunct faculty may be appointed for up to a three year term of approval. Departments are encouraged to do so in order to reduce administrative paperwork. However, this approval period is not intended to imply a guarantee of employment for the entire approved term. It only indicates the faculty member is eligible for part-time employment any time during the approved term. A copy of the Adjunct Faculty Approval/Employment Authorization Form will be sent to Human Resources to create a payroll record for those designated as being paid in the Payroll Status section. Departments still must complete the On & Off Campus and Non-Credit, Part-time Faculty and Overload Payroll Form to execute payments to the adjunct faculty member. All newly hired employees are required under Federal law to complete an Employment Eligibility Verification form (I-9 form) within 3 days of commencing employment. Failure to complete the I-9 form by the deadline will result in a delay of the first paycheck. Human Resources requires a copy of the adjunct faculty member's Social Security Card be attached to the appointment form. In addition, federal and state tax withholding forms, Direct Deposit Form, Internet Usage Form, the Commonwealth's Policy on Alcohol and Other Drugs form, Conflict of Interest form, Elected Official Disclosure form and the Child Support Disclosure and Authorization form must also be completed. Males must complete the Verification of Registration for Selective Service form. All of the before mentioned forms are available on the Department of Human Resources website. A new Adjunct Faculty Approval/Employment Authorization Form should be completed if a faculty member changes from an unpaid status to a paid status.

Academic And Professional Preparation Requirements

Old Dominion University's academic and professional preparation requirements for part-time faculty conform to the criteria established by the Commission on Colleges of the Southern Association of Colleges and Schools. The following policy guidance is based on the relevant sections from the Commission's Principles of Accreditation: Foundations for Quality Enhancement and defines the University's policy and procedure with regard to part-time faculty.

1. Undergraduate: Faculty teaching general education and baccalaureate degree courses at the undergraduate level, must have a doctoral or masters degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

2. Graduate: Faculty teaching graduate and post-baccalaureate course work, must have an earned doctorate/terminal degree in the teaching discipline or a related discipline.

3. Credentials Required: For all cases, the institution is responsible for justifying and documenting the qualifications of all its faculty. It is the responsibility of the institution to keep on file, for all part-time faculty members documentation of academic preparation, such as official transcripts, related work experiences in the field, records of publications, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other documented competencies or achievements that contribute to effective teaching and student learning outcomes. All degrees must have been conferred by regionally accredited colleges or universities. Degrees from international institutions must be fully justified. For part-time faculty teaching graduate courses, a completed current Certification for Graduate Instruction form must also be on file.

Copies of documentation indicated above must be provided with the Adjunct Faculty/Employment Authorization Form. Official transcripts and other supporting documentation for each part-time faculty member must be kept on file in the dean's office of the college where he or she is appointed.

RANK

Adjunct Professor
Adjunct Associate Professor
Adjunct Assistant Professor
Adjunct Instructor
Adjunct Assistant Instructor

Executive-In-Residence
Performer-In-Residence
Artist-In-Residence
Writer-In-Residence

Adjunct Research Professor
Adjunct Research Associate Professor
Adjunct Research Assistant Professor

Adjunct Clinical Professor
Adjunct Clinical Associate Professor
Adjunct Clinical Assistant Professor
Adjunct Clinical Instructor
Adjunct Clinical Assistant Instructor

Adjunct Community Professor
Adjunct Community Associate Professor
Adjunct Community Assistant Professor
Adjunct Community Instructor
Adjunct Community Assistant Instructor

All individuals appointed as Adjunct Faculty must be assigned an appropriate rank in accordance with the Policy and Procedures Concerning Academic Rank and Promotion in Rank in The Faculty Handbook.

Those hired to perform non-teaching academic support duties (i.e., summer camp assistants, lab assistants, musical accompanists, graders, exam proctors) should be designated as Academic Assistants. They will not be assigned an academic rank and should not be considered as holding an adjunct faculty appointment. Normally they should be paid out of sub account 4031 on a Temporary Employment Payroll Form.