

March 2023

Nomination Form for Courtesy or Adjunct Appointment in IANR Academic Units

Date of Recommendation: _____ Academic Unit: _____

Person or committee/group making the recommendation: _____

Recommendation for: Adjunct faculty status Courtesy faculty status

Name:

Degree & Year:

Current Employer:

Current Title:

NUID (for courtesy appointment):

Email Address:

Attach a curriculum vitae listing educational background, academic and professional experience, major publications, and achievements relevant to this recommendation.

Attach Letter of Offer:

[Courtesy Letter of Offer Template](#)

[Adjunct Letter of Offer Template](#)

Adjunct and Courtesy appointments are effective for a maximum of five years. They must be re-evaluated and go through the academic unit's approval process to be renewed.

This appointment will be effective through: _____

Intended Role of Nominee

Describe the qualities, standing and achievements the nominee possesses that are deemed appropriate for consideration, and those that are considered comparable to those expected at the relevant position level

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In what way will the nominee contribute to the enhancement of the Department's teaching, research, extension, and professional activities? If this is a reappointment, indicate how the person has contributed over the period of their previous appointment.

All Adjunct and Courtesy Faculty must complete the university's approved Sexual Harassment Training annually in order to maintain standing as an Adjunct or Courtesy Faculty Member. Has the nominee been notified of this requirement? yes no

Approval:

P&T Committee Recommendation: Decline Approve

Date of Recommendation:

Provide a brief explanation for the recommendation:

Other faculty group approval (if required) Decline Approve

Date of Recommendation:

Provide a brief explanation for the recommendation:

The nominee has been contracted by the unit leader (or designee) and has asked the following questions:

- a. Have you been subjected to disciplinary action at your place of employment or through your professional association? Yes No If yes, please explain:

Academic Unit Leader: _____ Date: _____