

Guidelines for the Appointment and Service of Adjunct Professor
In the Department of Fish and Wildlife Conservation

Revised March 11, 2002; October 2, 2015

1. The Department of Fish and Wildlife Conservation makes appointments of Adjunct Professor to individuals to promote a reciprocal and mutually beneficial relationship. The Adjunct Professor will provide certain services to the department in return for the professional benefits of department affiliation.
2. Adjunct appointees should engage in department activities including:
 - a. making regular visits to the campus to present a seminar or guest lecture of a scholarly nature;
 - b. serving on graduate advisory committees;
 - c. providing the department with reprints of all pertinent publications and acknowledging their adjunct appointment at VPI & SU in these publications where appropriate.
3. Adjunct appointees will not have a vote in departmental matters but may serve as a graduate student committee member with full voting privileges.
4. Adjunct appointments may be made or renewed for a period of up to 3 years.
5. Procedures:
 - a. Nominations for Adjunct Professor must be made by a regular faculty member.
 - b. Make nominations to the Department Head by brief memo that describes reasons for granting an Adjunct appointment. The memo should specifically detail anticipated benefits to the department. It is appropriate to take this initial step prior to discussing appointment with the nominee.
 - c. The nomination will be forwarded to the full faculty. A resume or curriculum vitae from the nominee should be made available for faculty review.
 - d. Applications for Adjunct Professor will be decided by the department as a whole. Initial appointments and renewals will require affirmation by 2/3 majority of the regular faculty.
 - e. At the conclusion of the initial appointment and all subsequent renewals, request for renewal must be made to the Department Head and full departmental faculty by letter from either the adjunct faculty member or a regular faculty member. Otherwise, the appointment will lapse.