

**ADJUNCT & CLINICAL FACULTY APPOINTMENTS
THE UNIVERSITY OF WISCONSIN-LA CROSSE
SPRING 1998**

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POLICY FOR ADJUNCT AND CLINICAL FACULTY APPOINTMENTS--SPRING 1998

The university currently offers a number of academic programs that require the participation of community resource people who are not provided regular faculty appointments. Recognizing the need for the expertise of such individuals in academic programs, it is recommended that they be non-remunerative, academic staff appointments as adjunct and clinical faculty. The function designations and titles for use in making such appointments are listed immediately below this paragraph. Differences between title levels should reflect differences in experience and/or educational preparation. If occasion demands use of other function designations and titles (e.g., the *CSC* function designation and related titles used by the Department of Clinical Science), approval must be sought from the Academic Staff Council and ultimately the Chancellor or Vice Chancellor. Appointments are to be made officially by the dean of the appropriate college upon recommendation of the appropriate department. Copies of the appointment letter should be sent to the Academic Staff Council, Office of Human Resources, Student Activities and Centers, and the department that recommended the appointment. Appointments with these titles carry no tenure and require no probationary period. Appointees to the adjunct and clinical faculty will be issued a university identification card and will be granted limited use of specified university facilities such as the library, campus network, and other facilities required to conduct activities related to their appointment. Adjunct and clinical faculty will be listed by department or program in the Undergraduate and Graduate Catalogs of the University. Appointments are to be reviewed annually by the department making the recommendation of an individual for adjunct or clinical faculty status. If it is determined that an adjunct or clinical faculty member is no longer active or is not interested in continuing the appointment, the department should recommend to their dean that the appointment be terminated.

1. **Adjunct Function Designation with titles of Adjunct Instructor or Adjunct Professor.** Primarily for individuals engaged in instruction and/or supervision of students. Appointees are expected to be persons employed outside the university and have a professional status in their field.
2. **Clinical Function Designation with titles of Clinical Instructor or Clinical Professor.** Primarily for individuals who (a) are in the health sciences and other disciplines with clinical practices, and (b) are engaged in instruction and/or supervision of students typically in the clinical setting. Appointees are expected to be persons employed outside the university and have a professional status in their field.
3. **Researcher Function Designation with titles of Associate Researcher and Researcher.** Primarily for those engaged in directing student research projects or associated with the university faculty on research projects, but not directly involved in classroom teaching. Appointees are expected to be persons employed outside the university and have a professional status in their field.

ISSUES RELATED TO ADJUNCT & CLINICAL FACULTY APPOINTMENTS

Graduate Faculty Status

A related type of appointment is that of appointment to the Graduate Faculty, which is required for adjunct/clinical faculty to engage in activities such as (1) teaching graduate courses and (2) serving on committees for culminating graduate products, such as theses and seminar papers, and on exam committees. The review process for this type of appointment could be done at the same time as for basic adjunct/clinical faculty status. The Department of Biology & Microbiology, for example, does both reviews simultaneously and then submits two recommendations for the individual to the Dean of the College of Science & Allied Health (SAH)--one for appointment to the Adjunct & Clinical Faculty and one for nomination to the Graduate Faculty. The Dean of SAH then (1) writes the letter of appointment of the individual to the Adjunct & Clinical Faculty and (2) forwards the nomination of the individual to the Graduate Faculty to the Director of University Graduate Studies.

Liability

UW-La Crosse Protective Services should be notified if an adjunct/clinical faculty member is going to be performing some "out-of-the-ordinary" activity with a class or some other university group--e.g., some type of field trip. For such out-of-the-ordinary activities, the Director of Protective Services would provide the adjunct/clinical faculty member with guidelines about UW-La Crosse and UW-System policies regarding such activities.

PROTOCOL FOR ESTABLISHING AND MAINTAINING AN ADJUNCT & CLINICAL FACULTY PROGRAM

The University of Wisconsin-La Crosse has a very active and successful Adjunct & Clinical Faculty Program--one that greatly strengthens several departments and programs. Where appropriate, departments and programs that do not presently have an Adjunct & Clinical Faculty Program are encouraged to initiate one. Other departments and programs are encouraged to continue and/or expand their Adjunct & Clinical Faculty Programs.















In order to provide some university-wide uniformity, the following items are offered as a protocol for establishing and/or maintaining and expanding an Adjunct & Clinical Faculty Program.

1. Each department or program should use the adjunct and clinical faculty titles listed and defined as follows:
 - a. **Adjunct Function Designation with titles of Adjunct Instructor or Adjunct Professor.** Primarily for individuals engaged in instruction and/or supervision of students. Appointees are expected to be persons employed outside the University and have a professional status in their field.
 - b. **Clinical Function Designation with titles of Clinical Instructor or Clinical Professor.** Primarily for individuals who (a) are in the health sciences and other disciplines with clinical practices, and (b) are engaged in instruction and/or supervision of students typically in the clinical setting. Appointees are expected to be persons employed outside the University and have a professional status in their field.
 - c. **Researcher Function Designation with titles of Associate Researcher and Researcher.** Primarily for those engaged in directing student research projects or associated with university faculty on research projects, but not directly involved in classroom teaching. Appointees are expected to be persons employed outside the University and have a professional status in their field

If occasion demands use of some other title, approval must be sought from the Academic Staff Council and ultimately the Chancellor. In 1996, for example, the Clinical Science Department was granted approval for the use of the *CSC* function designation with titles of Instructor *CSC*, Assistant Professor *CSC*, Associate Professor *CSC*, and Professor *CSC*.

2. Each department or program should develop a procedure for (1) soliciting/inviting applications from candidates and (2) reviewing and acting upon the applications. After acting upon an application, the department or program should send a letter to the dean of their college requesting that an individual be awarded an appointment to the Adjunct & Clinical Faculty. The recommended title of the appointment should be specified in the letter. The dean of the college will then write the letter of appointment.

If a prospective adjunct/clinical faculty member is likely to be involved with a graduate program, departments should consider nominating the candidate for graduate faculty status (according to Graduate Faculty Policy) at the same time the candidate is being considered for adjunct/clinical faculty status. In this case, the nomination for graduate faculty status should likewise be forwarded to the dean of their college. The college dean will review the nomination and forward it with his/her recommendations to the Director of University Graduate Studies.

3. The appointment letter from the Dean will state the following (**see example letter in Appendix 2**):
-  the individual is being appointed as an academic staff member of a specified department at UW-La Crosse with the title of _____,
 -  the appointment is not a tenure-track appointment and, therefore, there is no probationary period,
 -  the appointment will be reviewed annually,
 -  how the individual can obtain a University identification card,
 -  that the ID card will enable the individual to have limited use of the library, campus network, and other facilities required to conduct activities related to their appointment, and
 -  the individual's name will appear in the next edition of the UW-La Crosse Undergraduate and/or Graduate Catalogs.
4. Appointments are to be reviewed annually by the department making the recommendation of an individual for adjunct or clinical faculty status. If it is determined that an adjunct or clinical faculty member is no longer active or is not interested in continuing the appointment, the department should recommend to their dean that the appointment be terminated. The review process will help to insure that the listings of Adjunct and Clinical Faculty in the University Undergraduate and Graduate Catalogs remain current.
5. Each department or program should consider creating a summary of its adjunct and clinical faculty program (**see example in Appendix 3**), which could include the following:
-  Overview of their department or program.
 -  Objectives of their Adjunct & Clinical Faculty Program.
 -  Roles of adjunct and clinical faculty.
 -  Application procedures, titles, and descriptions of adjunct/clinical faculty appointments.
 -  A list of adjunct and clinical faculty, including their appointment date, date of their highest academic degree and institution from which it was attained, and place of employment.
- A summary such as this could serve the department in the following ways:
-  A recruiting tool for prospective candidates for adjunct and clinical faculty status.
 -  A recruiting tool for prospective candidates for faculty positions within the department. It demonstrates that faculty within the department work with partners outside the University and that our institution encourages them to continue existing professional relationships and to establish new ones.
 -  It demonstrates to granting agencies that the University is not only involved with professionals outside the institution, but that it has greater depth and breadth of expertise because of the adjunct and clinical faculty.
6. Each department should annually recognize the contributions of their adjunct and clinical faculty. This could be done by individual departments or collectively by the College or the University, e.g., via a reception, letters of appreciation, or some other mechanism.

APPENDIX 1. ADJUNCT & CLINICAL FACULTY SUMMARIZED BY DEPARTMENT

Adjunct and clinical faculty appointments total 281 at UW-La Crosse (1997-1999 Undergraduate Catalog and 1997-2000 Graduate Catalog).

Department or Program	Number of Appointments	Appointment Titles
Biology & Microbiology	45	Adjunct Professor, Adjunct Instructor, Research Associate
Chemistry	2	Adjunct Instructor
Clinical Science	15	Assistant Professor (CSC), Professor (CSC), Clinical Assistant Professor, Clinical Instructor
Exercise & Sport Science	5	Adjunct Faculty
Geography & Earth Science	3	Adjunct Professor, Adjunct Instructor
Health Education & Health Promotion	7	Adjunct Faculty
La Crosse Exercise & Health Program	24	Physician
Medical Technology	12	Clinical Professor, Clinical Instructor
Nuclear Medicine Technology	14	Clinical Professor, Clinical Instructor
Philosophy	2	Adjunct Professor
Physical Therapy	103	Clinical Professor, Clinical Instructor, Clinical Associate
Psychology	11	Adjunct Professor, Adjunct Instructor, Clinical Professor
Recreation Management/Therapeutic Recreation	12	Adjunct Faculty
School of Education--Special Education	7	Adjunct Professor
Social Work	19	Adjunct Instructor, Clinical Instructor

APPENDIX 2. SAMPLE LETTER OF APPOINTMENT

November 13, 1997

Dr. _____
Department of Population Dynamics
Johns Hopkins University
Baltimore, MD 21205-2179

Dear Dr. _____:

On the recommendation of Dr. _____, Chairperson of the Department of _____, it is my pleasure to appoint you as an academic staff member of the Department of _____ at the University of Wisconsin-La Crosse with the title of _____. This is not a tenure-track appointment; therefore, there is no probationary period. Your appointment will be reviewed annually, and your name will be published as a member of the Adjunct and Clinical Faculty in the next edition of the UW-La Crosse Undergraduate and Graduate Catalogs.

To accept this appointment, please sign both copies of this letter and return one copy to me in the enclosed envelope and keep one copy for yourself. To obtain a University identification card, take your copy of this letter to Student Activities and Centers. The ID card will be necessary for you to use the library, campus network, and other facilities required to conduct activities related to your appointment.

My colleagues and I look forward to a stimulating, productive, and mutually beneficial relationship.

Sincerely,

Dean

copies to: Academic Staff Council
 Office of Human Resources
 Student Activities and Centers
 Department of _____

I have received this appointment letter, read it, understand it, and accept the terms and conditions of my appointment stated herein.

Signature

Date

Social Security Number

APPENDIX 3. EXAMPLE OF AN ADJUNCT FACULTY PROGRAM SUMMARY

ADJUNCT & CLINICAL FACULTY PROGRAM DEPARTMENT OF BIOLOGY & MICROBIOLOGY UNIVERSITY OF WISCONSIN-LA CROSSE

OVERVIEW: DEPARTMENT OF BIOLOGY & MICROBIOLOGY

The Department of Biology and Microbiology offers two undergraduate majors, Biology and Microbiology. Presently there are about 1000 Biology majors and 200 Microbiology majors.

Four formal curricular concentrations are supported within the Biology major--Aquatic Science, Biomedical Science, Cellular & Molecular Biology, and Environmental Science. The Microbiology major, which has been designated as a Center of Excellence by the Board of Regents, supports several informal tracks, including Public Health Microbiology, Microbial Genetics & Biotechnology, Food & Industrial Microbiology, and Environmental Microbiology.

The department also offers an Master of Science degree in Biology. Most students in this traditional program emphasize thesis research and coursework in aquatic science and microbiology; however, other areas of biology, such as botany, ecology, molecular biology, and physiology are also supported. There are two additional focuses within the M.S. in Biology--one in Clinical Microbiology and the other in Nurse Anesthesia, which is offered in conjunction with St. Francis Hospital and leads to both an M.S. in Biology and Certification as a Registered Nurse Anesthetist.

The River Studies Center is a unit related to the department and focuses efforts toward research and instructional programs on the Mississippi River and other regional resources such as lakes in northern Wisconsin. A River Studies Center resume can be obtained upon request.

ADJUNCT & CLINICAL FACULTY PROGRAM

OBJECTIVES

Encourage professional collaboration between UWL faculty and interested scientists outside the university.

Increase the curricular and research expertise in undergraduate and graduate programs of the department.

Increase the research and/or educational expertise of both UWL faculty and adjunct & clinical faculty through joint participation in research and educational programs at their respective facilities.

COMPOSITION AND ROLES OF ADJUNCT & CLINICAL FACULTY

Most adjunct & clinical faculty are local scientists who are employed at federal and state facilities, medical facilities, and private companies. Several, however, are from varied locations around the region and nation.

Roles of adjunct & clinical faculty are voluntary and flexible. The extent of involvement is a function of the individual's interests and time availability as well as the needs of the department and adjunct faculty's facility. Typically, involvement is collaborative with department faculty.

Examples of Adjunct & Clinical Faculty Activities

Serving as a co-major advisor or thesis committee member for a graduate student conducting a research project in the adjunct faculty member's area of expertise.

Serving as a co-advisor for an undergraduate student conducting a research project in the adjunct or clinical faculty member's area of expertise.

Examples of Adjunct & Clinical Faculty Activities, continued

Co-authoring research proposals and collaboratively conducting research with department faculty.

Co-authoring presentations and articles for publication in scientific journals.

Co-teaching and/or guest lecturing in an undergraduate or graduate course .

Serving as supervisors and mentors of student interns.

Co-instruction and/or supervision of students in clinical settings

APPLICATION PROCEDURE

Adjunct & Clinical Faculty Status. Individuals interested in adjunct or clinical faculty status are encouraged to submit to the department (1) a cover letter stating their reasons for seeking adjunct or clinical faculty status and (2) a resume. They are also encouraged to contact a faculty member who would sponsor their application. Applications are reviewed by the departmental graduate committee, which forwards its recommendation to the department. The department acts upon the recommendation and forwards its recommendation to the Dean of the College of Science & Allied Health for final action. Adjunct and clinical faculty appointments should be reviewed annually by the departmental graduate committee. If it is determined that an adjunct or clinical faculty member is no longer active or is not interested in continuing the appointment, the department should recommend to the Dean of the College of Science & Allied Health that the appointment be terminated.

Graduate Faculty Status. A related issue is that of appointment to the graduate faculty, which is required for adjunct and clinical faculty to engage in activities such as (1) teaching graduate courses, i.e., those with course numbers of 500 and greater, and (2) serving on thesis, seminar paper, and/or examination committees for graduate students. The review process for this type of appointment is done by the departmental graduate committee at the same time as review for basic adjunct or clinical faculty status. The department then submits its nomination of an individual for graduate faculty status to the Dean of the College of Science & Allied Health.

TITLES OF ADJUNCT & CLINICAL FACULTY APPOINTMENTS

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3. **Researcher Function Designation with titles of Associate Researcher and Researcher.** Primarily for those engaged in directing student research projects or associated with the university faculty on research projects, but not directly involved in classroom teaching. Appointees are expected to be persons employed outside the University and have a professional status in their field.

If occasion demands use of some other title, approval must be sought from the Academic Staff Council and ultimately the Chancellor. These are Academic Staff appointments that carry no tenure and require no probationary period. Appointment to the adjunct and clinical faculty will qualify individuals to obtain a University ID for limited use of specified University facilities such as the library, campus network, and other facilities required to conduct activities related to their appointment. Individuals with adjunct or clinical faculty status are listed in the University Catalog(s).

ADJUNCT & CLINICAL FACULTY
DEPARTMENT OF BIOLOGY AND MICROBIOLOGY
UNIVERSITY OF WISCONSIN-LA CROSSE

The Adjunct & Clinical Faculty Program in the Department of Biology & Microbiology at UWL consists of adjunct professors, adjunct instructors, and associate researchers from various governmental agencies, medical institutions, businesses, and universities who participate in our academic and research programs. At this time the department does not have any “clinical” faculty in the program; therefore, in the rest of this document, “adjunct faculty” will be used as an inclusive term for adjunct professors, adjunct instructors, and associate researchers. The incorporation of adjunct faculty into our programs greatly increases the diversity of professional expertise and experiences we can offer our students. Adjunct faculty teach sections of some of our courses and serve as advisors to many of our graduate and undergraduate students who are conducting research and participating in internships.

Much of the research conducted by our faculty is done cooperatively with adjunct faculty listed in this document. Moreover, the governmental agencies, medical institutions, and businesses where the adjunct faculty are employed serve as internship/employment sites for many of our students. We have formal Cooperative Education Agreements with the Environmental Management Technical Center and the Upper Mississippi Science Center.

Listed below are the sites where the adjunct faculty are employed. Included under each site is a list of adjunct faculty, the year they joined UWL, their highest educational degree, and the institution where they earned the degree.

BRAUN Intertec, La Crosse, WI

Huff, Donald (1995), Adjunct Professor, Ph.D., University of Oklahoma

Cal-West Seeds, West Salem, WI

Nick Degenhart (1993), Adjunct Professor, Ph.D., University of Minnesota

Mark McCaslin (1984), Adjunct Professor, Ph.D., Cornell University

Environmental Management Technical Center, U.S. Geological Survey, Onalaska, WI

Barko, John (1991), Adjunct Professor, Ph.D., Michigan State University

Gaugush, Robert, (1993), Adjunct Professor, Ph.D., Kent State University

Lubinski, Kenneth (1990), Adjunct Professor, Ph.D., Virginia Polytechnic Institute & State University

Soballe, David (1993), Adjunct Professor, Ph.D., Iowa State University

Franciscan Skemp Healthcare, La Crosse, WI

Susmita Chiplunker (1986), Adjunct Professor, M.D., B.J. Medical College, India

James Hengel (1990), Adjunct Professor, M.D., University of Minnesota

Lyndon Larkin (1996), Adjunct Professor, M.S., University of Wisconsin-La Crosse

David Morris (1977), Research Associate, M.D., University of Wisconsin Medical School

Abbas Rahimi (1975), Research Associate, M.D., Tehran University School of Medicine

David Rho (1986), Adjunct Professor, M.D., Chonnam University Medical School, Dorea

Nanette Smith (1996), Adjunct Professor, M.S., University of Wisconsin-La Crosse

Edward Vivian (1990), Adjunct Professor, M.D., University of Minnesota

Barbara Jochman (1987), Adjunct Professor, M.S., University Wisconsin-La Crosse

Gundersen Medical Foundation, La Crosse, WI

Steven Callister (1994), Adjunct Professor, Ph.D., University of Wisconsin-Madison

Gundersen Lutheran Medical Center, La Crosse, WI

William Agger (1986), Adjunct Professor, M.D., University of Illinois College of Medicine

Stephen Cops (1980), Research Associate, M.D., University of Colorado School of Medicine

Steven Lovrich (1996), Adjunct Professor, Ph.D., University of Wisconsin-Madison

Johns Hopkins University, School of Hygiene & Public Health, Department of Population Biology, Division of Reproductive Biology, Baltimore, MD

Friedmann, Andrew (1997), Adjunct Professor, Ph.D., Dartmouth Medical School

La Crosse Fish Health Center, U.S. Fish & Wildlife Service, La Crosse, WI

Lasee, Becky (1993), Adjunct Professor, Ph.D., Iowa State University

Mayo Clinic, Rochester, MN

David Persing (1991), Adjunct Professor, M.D., University of California-San Francisco

Michels Environmental Engineering, La Crosse, WI

Reddy, Srinivaus (1997), Adjunct Instructor, M.S., University of Wisconsin-Milwaukee

New Mexico State University, Cooperative Research Unit, Department of Fishery and Wildlife Sciences, Las Cruces, NM

Caldwell, Colleen (1992), Adjunct Professor, Ph.D., University of Tennessee

North Carolina State University, Department of Toxicology, Raleigh, NC

Cope, W. Gregory (1991), Adjunct Professor, Ph.D., Iowa State University

Tennessee Technological University, Cookeville, TN

Morgan, Eric (1993), Adjunct Professor, Ph.D., Virginia Polytechnic Institute & State University

University of Wisconsin-River Falls, River Falls, WI

Purnendu Vasavada (1992), Adjunct Professor, University of Georgia

Upper Mississippi Science Center, U.S. Geological Survey, La Crosse, WI

Gingerich, William H. (1979), Adjunct Professor, Ph.D., Oregon State University

Gutreuter, Steve (1992), Adjunct Professor, Ph.D., University of Missouri

Johnson, Barry L. (1990), Adjunct Professor, Ph.D., University of Wisconsin-Madison

Kennedy, David M. (1984), Adjunct Professor, Ph.D., University of Arizona

Kirsch, Eileen (1993), Adjunct Professor, Ph.D., University of Montana

Knutson, Melinda (1996), Adjunct Professor, Ph.D., Iowa State University

Korschgen, Carl (1980), Research Associate, Ph.D., University of Maine

Naimo, Teresa (1990), Adjunct Professor, Ph.D., Iowa State University

Richardson, William B. (1992), Adjunct Professor, Ph.D., University of Oklahoma

Waller, Diane L. (1991), Adjunct Professor, Ph.D., Iowa State University

Wiener, James G. (1980), Adjunct Professor, Ph.D., University of Georgia

U.S. Environmental Protection Agency, Gulf Breeze, FL

Shields, Malcolm (1991), Adjunct Professor, Ph.D., University of Tennessee

Winona State University, Winona, MN

Steven Berg (1988), Adjunct Professor, Ph.D., Purdue University

David Essar (1994), Adjunct Professor, Ph.D., University of Iowa

Wisconsin Department of Natural Resources, La Crosse, WI

Thompson, Craig (1992), Adjunct Instructor, M.S., University of Wyoming

Wisconsin Department of Transportation, La Crosse, WI

Robert Swartz (1987), Adjunct Instructor, M.S., University of Wisconsin-Madison