

**COLLEGE OF PHARMACY**  
**DEPARTMENT OF PHARMACOTHERAPY**  
**Unpaid Adjunct Faculty Appointment/Reappointment Guidelines**

**May 2017**  
**Updated May 2017**

**PURPOSE**

The purpose of this document is to provide guidance for the appointment and reappointment of Department of Pharmacotherapy unpaid adjunct faculty (i.e., Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor). The Guidelines for the Appointment and Reappointment provide a systematic process to ensure quality and compliance with University of Utah policies and procedures.

Adjunct faculty (University Policy 6-300: The University Faculty – Categories and Ranks <http://regulations.utah.edu/academics/6-300.php>) are “individuals who participate in the University's academic program and make a substantial contribution to the academic activities of the various academic units in which they are appointed, but whose continuing professional activities do not span the full range of responsibilities of the Tenure-line or Career-line faculty members in the appointing units. Faculty members may be appointed in these categories of positions, as the University and appointing units determine appropriate, in light of the University's need to retain the flexibility to adjust its programs to meet changing needs and to employ faculty with more specialized foci.” Faculty members whose primary employment is outside of the Department of Pharmacotherapy will be appointed and reappointed according to adjunct faculty appointment/reappointment guidelines as volunteer (non-paid) faculty. Adjunct faculty support the teaching (classroom and/or experiential), service, and/or research missions of the Department of Pharmacotherapy. Adjunct faculty assist the Department of Pharmacotherapy in its mission of ‘advancing healthcare by ensuring optimal drug therapy outcomes for everyone’. Select benefits of obtaining appointment to adjunct faculty are outlined in Section G.

University of Utah guidelines do not allow faculty appointments for individuals currently participating in graduate educational experiences (e.g., residencies, fellowships)

**Adjunct Faculty Appointments**

**A. Application Eligibility Requirement**

- Active pharmacist license without restrictions or stipulations (if applicant is a pharmacist and will be precepting students)

**Recommended- Preceptor Appointment:**

- Completion of the new preceptor application process. Contact the Experiential Education Program for further information:  
experiential.education@pharm.utah.edu

## **B. Application Documentation Requirements**

Applicants should provide the following required information by completing an online survey. Surveys may be requested at any time for the initial appointment. The initial start date will be dependent on the time of year the survey is completed and the next committee meeting date (see section C). Surveys are required to be completed annually for reappointment or promotion.

Information collected from surveys includes:

- Name and contact information
- Demographics and employment information
- Application type (i.e., initial appointment, reappointment, promotion, parallel promotion\*)
- Letter of intent including the following:
  1. Reason appointment is desired
  2. Description of how the applicant will contribute to the Department of Pharmacotherapy's mission of 'advancing healthcare by ensuring optimal drug therapy outcomes for everyone'
- Completion of new preceptor application process (for initial appointments where individual is willing and able to precept students)
- Current Curriculum Vitae
- Copy of active pharmacist license without restrictions or stipulations (if precepting pharmacy students)
- One letter of recommendation from a colleague in a pharmacy-related profession (for initial appointment and promotion)
- Description of achievements in the following three areas (as applicable):
  - 1) Teaching, 2) Service, and/or 3) Scholarship. Criteria for each rank (ie, Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor) are described in Table 1. Examples of qualifying activities in each area are described in Table 2.

\* Promotion can occur in conjunction with primary faculty appointment promotion at any time, this is considered a "parallel promotion". Within the University of Utah, no action is needed on the faculty's part. Outside of the university, we will need an updated CV.

## **C. Adjunct Faculty Appointment Advisory Committee (AFAAC)**

The AFAAC will meet quarterly to evaluate applications for appointment and reappointment of Department of Pharmacotherapy adjunct faculty. Timing of reviews for initial appointment, reappointment, and promotion are defined in section D. The AFAAC will consist of the following members:

- Pharmacotherapy Chair

- Pharmacotherapy Vice Chair(s)
- Experiential Education Program Director
- Department of Pharmacotherapy Faculty Members (2)
- Department of Pharmacotherapy Adjunct Faculty Members (2)
- PharmD Program Student Members (2)
- Administrative Support Staff

#### **D. Initial Adjunct Faculty Appointment**

Individuals completing the application requirements will be considered for adjunct appointment by the AFAAC. Applications will be reviewed by the AFAAC quarterly and individuals meeting eligibility criteria will be recommended for a vote of approval by Department of Pharmacotherapy Career- and Tenure-line Faculty. A simple majority is required for appointment approval. Initial Adjunct Faculty rank will be based on contributions in the following three areas (as applicable): 1) Teaching, 2) Service, and/or 3) Scholarship. Criteria for each rank are defined in Table 1. Voting will be conducted electronically whenever possible. Applicants will receive two separate letters from the Department of Pharmacotherapy Chair and the University President notifying them of their initial appointment status following quarterly AFACC meeting.

#### **E. Reappointment to Adjunct Faculty**

All adjunct appointments end annually on June 30<sup>th</sup> and are subject to vote for reappointment, effective July 1st. **Individuals must complete an annual online survey to be considered for reappointment.** A link to the online survey will be sent annually on September 1st to active adjunct faculty and must be completed by December 1st. See Section B for required survey information. Criteria for reappointment to each rank are defined in Table 1. Applications will be reviewed by the AFAAC, and individuals meeting eligibility for reappointment will be recommended for a vote of approval by Department of Pharmacotherapy Career- and Tenure-line Faculty. A majority is required for reappointment approval. Applicants will be notified of their reappointment status in March.

#### **F. Promotion**

All adjunct appointments end annually on June 30<sup>th</sup>. Adjunct faculty applying for promotion will complete the standard annual online reappointment survey and indicate they are seeking promotion. A link to the online survey will be sent annually on September 1st to current adjunct faculty and must be completed by December 1st. See Section B. for required survey information. Criteria for promotion to each rank are defined in Table 1. Applications will be reviewed by AFAAC and individuals meeting eligibility for promotion will be recommended for a vote of approval by Department of Pharmacotherapy Career- and Tenure-line Faculty. A majority is required for promotion

approval. Promoted adjunct faculty will receive a letter from the Department of Pharmacotherapy Chair notifying them of their promotion status by March.

#### **G. Benefits**

Adjunct faculty appointments provide many professional benefits. Select benefits include:

- The opportunity to share expertise with future pharmacists
- The opportunity to expand knowledge by learning from future pharmacists
- Professional networking opportunities
- Recognition from employer, peers, and future pharmacists
- The opportunity to recruit future pharmacy interns, pharmacy residents, and pharmacists
- Collaborative research opportunities
- Active participation in the missions of the College of Pharmacy
- Access to all University of Utah benefits for volunteer faculty, which currently includes access to library resources. For more information, contact Human Resources at 801-581-7447
- Discounted access to College of Pharmacy sponsored Continuing Education programs

**Table 1. Adjunct Faculty Criteria<sup>a,b</sup>**

		<b>Adjunct Instructor</b>	<b>Adjunct Assistant Professor</b>	<b>Adjunct Associate Professor</b>	<b>Adjunct Professor</b>
<b>Required Years of Service</b>		1 year of pharmacy practice	1 year as Adjunct Instructor	5 years as Adjunct Assistant	5 years as Adjunct Associate
<b>Must meet criteria in 2 of the following areas</b>	<b>Teaching</b>	1 qualifying activity yearly	2 qualifying activities yearly	3 qualifying activities yearly	4 qualifying activities yearly
	<b>Service</b>	1 qualifying activity yearly	2 qualifying activities yearly	2 qualifying activities yearly (must have held $\geq 1$ formal leadership position while Adjunct Faculty)	3 qualifying activities yearly (must have held $\geq 2$ formal leadership positions while Adjunct Faculty)
	<b>Scholarship</b>	1 qualifying activity	2 new qualifying activities	4 new qualifying activities (1 must be a peer-reviewed publication)	8 new qualifying activities (4 must be peer-reviewed publications)

<sup>a</sup> Must meet eligibility requirements listed in Section IA

<sup>b</sup> Qualifying activities defined in Table 2

**Table 2. Select Qualifying Activities for Teaching, Service, and Scholarship<sup>a,b</sup>**

Teaching	Service	Scholarship
<ul style="list-style-type: none"> <li>• Offer to precept an IPPE or APPE student</li> <li>• Facilitate 2 classroom activities (eg, recitations)</li> <li>• Teach 1 didactic lecture</li> <li>• Serve as a course master or module leader</li> </ul>	<ul style="list-style-type: none"> <li>• Participate on one of the following committee types:               <ul style="list-style-type: none"> <li>○ Local, state, or national pharmacy organization (e.g., USHP, ASHP, UPhA, APhA)</li> <li>○ College of Pharmacy or University committee (e.g., Admissions, Alumni Association, PharmD Project, Curriculum, etc.)</li> <li>○ Hospital or health system committee (e.g., Residency Recruitment)</li> </ul> </li> <li>• Hold a formal leadership position for a committee type listed above (eg, president, chair, secretary)</li> <li>• Precept PharmD students at 1 community event (e.g., health fair)</li> <li>• Participate in 1 official College of Pharmacy recruiting event</li> </ul>	<ul style="list-style-type: none"> <li>• Author one of the following publication types:               <ul style="list-style-type: none"> <li>○ Peer-reviewed manuscript</li> <li>○ Book or book chapter</li> <li>○ Letter to the editor</li> <li>○ Editorial</li> <li>○ Drug monograph</li> <li>○ Policy</li> <li>○ Guideline</li> <li>○ Newsletter</li> </ul> </li> <li>• Present one of the following at the local, state, or national level:               <ul style="list-style-type: none"> <li>○ Poster</li> <li>○ Lecture</li> <li>○ Continuing education presentation</li> <li>○ Platform presentation</li> </ul> </li> <li>• Precept 1 PharmD project or resident project</li> </ul>

<sup>a</sup> Qualifying activities may be repeated to meet criteria for appointment (e.g., precepting 3 students = 3 qualifying teaching activities)

<sup>b</sup> The above is not an all-inclusive list of qualifying activities. Questions regarding qualifying activities may be sent to the Adjunct Faculty Appointment Advisory Committee.

**Appendix A: Notice of Senate Faculty Review Standards Committee and Vice Presidential Final Approval.**

*Review Committee Approval:*



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Lincoln L. Davies, Chair

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3/11/2019

Date

*Senior Vice President Approval:*

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*Approved via email*

Michael Good, Senior Vice  
President for Health Sciences

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3/12/2019

Date

