

**COLLEGE OF PHARMACY  
DEPARTMENT OF PHARMACOTHERAPY**

**Adjunct Faculty Appointment/Reappointment Guidelines**

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**PURPOSE**

The purpose of this document is to provide guidance for the appointment and reappointment of Department of Pharmacotherapy Adjunct faculty. The Guidelines for the Appointment and Reappointment provide a systematic process to ensure quality and to meet University of Utah policies and procedures. These guidelines are for adjunct faculty only and are not transferable to clinical or research appointments.

Adjunct Faculty (University Policy 9-2:Faculty Regulations – Chapter II, University Faculty, Section 4: Auxiliary Faculty; <http://www.admin.utah.edu/ppmanual>) are “instructional, advisory or research faculty whose professional activities do not span the full range of responsibilities of regular faculty members in the appointing department or college because of their primary professional efforts in another department or college or outside the University. Accordingly, adjunct faculty ordinarily should not serve on a full-time basis.” 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 mission of the Department of Pharmacotherapy, College of Pharmacy and University of Utah. The majority of adjunct faculty are preceptors for the Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE).

University of Utah guidelines do not allow faculty appointments for individuals currently participating in post graduate educational experiences such as residencies or fellowships.

**I. Adjunct Faculty Appointments**

**A. Eligibility**

Individuals who make sustained regular contributions to the Department or College’s teaching, service and/or research mission. Faculty whose major appointment is in another academic department of the University but who make sustained and regular contributions to the teaching, service and/or research mission of the Department of Pharmacotherapy are also eligible for the adjunct faculty rank.

**B. Appointment**

A recommendation for appointment may be forwarded to the Department faculty for consideration by the Assistant Dean for Experiential Education (individuals who contribute to IPPE and APPE) or the Department Chair. Adjunct faculty are appointed to the rank of instructor or the assistant, associate or full professor rank based on contributions in the following three areas: 1) Teaching 2) Service and 3) Scholarly Activity. It is anticipated that the majority of adjunct faculty will be appointed and reappointed at the instructor or assistant professor level.

**1. Requirements for preceptors:**

- License: Active Utah pharmacy license without restrictions (Active pharmacy license without restrictions for VA employees), if applicable

- Experience: 2 or more years in current position or equivalent experience
- Willingness and ability to precept a minimum of two students a year
- Attend initial “New Faculty Orientation”
- Attend annual preceptor training. Training may be obtained through the University of Utah College of Pharmacy or through other ACPE accredited continuing education program.

2. Requirements for adjunct faculty who provide service to the Department and/or College:

- License: Active Utah pharmacy license without restrictions (Active pharmacy license without restrictions for VA employees), if applicable
- Appointed to standing committee in Department and/or College or regularly serves in consultant capacity to the Department and/or College
- Regular attendance at committee meetings

3. Requirements for adjunct faculty who provide research to the Department and/or College:

- License: Active Utah pharmacy license without restrictions (Active pharmacy license without restrictions for VA employees), if applicable
- Participates in ongoing research projects in the Department

C. Reappointment

All adjunct appointments end automatically each June 30. Individuals who continue to contribute to the teaching, service and/or research mission of the department will be considered for reappointment following the procedure outlined below. Reappointment at a higher rank will be considered upon request for adjunct faculty who meet the requirements for adjunct appointment; achieve excellence in the area for which they were appointed and meet all the requirements for reappointment at the higher rank. If an adjunct faculty member is not able to meet the requirements outlined in this document, the appointment is unlikely to be renewed. We recognize that situations change, and the Department does have an expedited process to facilitate reappointment of an adjunct faculty member who had a previous appointment.

D. Determination of rank

Appointment to an adjunct faculty rank is based on contributions in the following three areas: 1) Teaching, 2) Service, and 3) Scholarly Activity. Initial appointment is based on a review of current curriculum vitae and an agreement to meet the requirements for faculty appointment for teaching, service, and/or research.

1. Appointment and/or reappointment to adjunct instructor
  - Competent performance in one category
2. Appointment and/or reappointment to adjunct assistant professor
  - Competent performance in all three categories
  - Excellent performance in one category
3. Appointment and/or reappointment to adjunct associate professor
  - Competent performance in all three categories
  - Excellent performance in two categories
4. Appointment and/or reappointment to adjunct professor
  - Excellent performance in all three categories
5. Requirements for reappointment to a higher rank

Reappointment at a higher rank is recognition of excellence in contributions to the Department and College. Reappointment at a higher rank will be considered for adjunct faculty based on demonstrated excellence in the area for the primary appointment and after a minimum time in rank..

To be promoted at a higher rank, the adjunct faculty member must demonstrate excellence in the primary

area for which they received the appointment. For preceptors or didactic instructors, excellence in teaching is required; for researchers, excellence in scholarship is required.

Criteria for determination of excellence

	Instructor to assistant	Assistant to associate	Associate to professor
Years in rank (# of years in lower rank required)	1-2 years	5 years	8-10 years
Service	Participates on committees at Department, College, University or local level	Participates on committees at Department, College, University or local level	Participates on committees of state organization and/or chair of local committee
Teaching	Precept minimum of 5 UU pharmacy students annually and/or provide 5 hours didactic lecture to UU College of Pharmacy and/or serve as module leader or course master (excellence may be achieved with a combination of precepting and didactic teaching)	Precept minimum of 5 UU pharmacy students annually and/or provide 5 hours didactic lecture to UU College of Pharmacy and/or serve as module leader or course master (excellence may be achieved with a combination of precepting and didactic teaching)	Precept minimum of 6 UU pharmacy students annually and/or provide 10 hours didactic lecture to UU College of Pharmacy and/or serve as module leader or course master (excellence may be achieved with a combination of precepting and didactic teaching)
Scholarship	2 publications (may include abstracts, newsletters or other publications)	4 full publications, 2 of which must be in a peer-reviewed journal	10 full publications (8 of which must be in a peer-reviewed journal)

II. Adjunct Faculty Appointment Advisory Committee MEMBERSHIP:

The Assistant Dean for Experiential Education is responsible for making recommendations for appointment/reappointment for all adjunct faculty who contribute to the IPPE and APPE. The Department Chair will appoint an individual or committee to make recommendations for appointment/reappointment for all other adjunct faculty. The Department Chair may appoint a subcommittee to conduct a formal review of each adjunct faculty member and to make recommendations for reappointment. The Adjunct Faculty Appointment Advisory Committee (AFAAC) will review and vote on all recommendations brought forth from the Department Chair and the Assistant Dean for Experiential Education. The committee will consist of all department core clinical, research and tenure track faculty. Voting will be conducted electronically whenever possible.

All Core Faculty vote on appointment and reappointment of adjunct faculty in the spring of the academic year. All regular faculty may vote on all appointments/reappointments regardless of rank. All other core faculty can vote on adjunct appointments/reappointments for their current rank and all lower ranks.

III. Evaluation and Reappointment of Adjunct Faculty

All adjunct faculty appointments expire June 30 of each year. Reappointments will be made for

individuals who continue to provide sustained contributions to the teaching, service and/or research mission of the department and/or College based on recommendations from the Assistant Dean for Experiential Education, the Department Chair and/or designee. Informal reviews will be conducted annually and formal reviews of adjunct faculty will be conducted every five years. The following information will be obtained prior to making recommendations for annual reappointments.

- A. Annual Review
  - Documentation of contributions to teaching, service and/or research mission by Assistant Dean of Experiential Education or Department Chair or designee.
  - Evidence of license in good standing (when applicable)
  - Verification of current position and employer
  - Updated contact information
  - Complete annual review checklist
- B. Formal Review
  - Information included under annual review
  - Updated curriculum vitae
  - Preceptors: evidence of offering to precept an average of 2 students per year during 5-year period
  - Review of course evaluations
  - Documentation of continuing education credits for preceptor training as follows:
    - 1 credit hour every five years relevant to teaching and learning philosophies;\*
    - Any continuing education credits that are relevant to the preceptor's practice and are used to teach students.
  - Research: evidence of sustained contributions to research program
  - Service: evidence of sustained contributions to department and/or college service
  - Initial formal review will be staggered but no longer than five years from appointment. Subsequent formal reviews will be every five years.
  - Complete formal review checklist

\*Continuing education credits that pertain to teaching and learning practices can be obtained through any professional organization, including the College of Pharmacy.