

**POLICY ON APPOINTMENT AND PROMOTION OF ADJUNCT FACULTY**

EVMS benefits from the expertise of faculty employed by other academic institutions that are regionally accredited (e.g., Old Dominion University, Norfolk State University, William & Mary, Virginia Wesleyan, and Hampton University) and who are participants in EVMS academic programs. Extending adjunct appointments to faculty of those institutions on a reciprocal basis is an effective and appropriate mechanism for recognizing and encouraging collaboration in education and research endeavors. The purpose of this policy is to streamline the process for making adjunct appointments based on an acceptance of the faculty review processes at the faculty member's home institution and to eliminate the requirement for external letters of support/recommendation for full-time faculty members at a regionally accredited institution. The policy recognizes that these institutions already extend similar courtesies to EVMS faculty.

1. For initial appointment, the EVMS Department Chair of the School of Medicine or VPDSHP recommends the appointment to the President, Provost and Dean of the School of Medicine after consultation with the program director and faculty of the department in care of Faculty Affairs and Professional Development (FAPD). The candidate must provide an updated Curriculum Vitae. If the President, Provost and Dean of the School of Medicine approves the appointment, he/she notifies the faculty member and the Department Chair of the School of Medicine or VPDSHP. The faculty rank at EVMS will be commensurate with the faculty rank at the faculty member's home institution.
2. For promotion based on a promotion received at the faculty member's home institution, a letter and updated CV must be submitted by the appropriate EVMS Department Chair of the School of Medicine or VPDSHP to the President, Provost and Dean of the School of Medicine documenting the rationale for promotion. The candidate must provide an updated Curriculum Vitae. If the President, Provost and Dean of the School of Medicine approves the promotion, he/she notifies the faculty member and the Department Chair of the School of Medicine or VPDSHP.