

UNIVERSITY OF PITTSBURGH - (3/12/07)
SCHOOL OF NURSING
Criteria, Responsibilities and Privileges for Volunteer Appointments
to the Faculty of the School of Nursing

DEFINITION

ADJUNCT - An adjunct faculty member is defined by the University¹ as one whose primary appointment is outside the academic unit of the University but who is fully qualified professionally and who performs, on a part-time basis, duties which would otherwise be assigned members of the full-time faculty.

CLINICAL – One whose major contribution is as a preceptor of students and trainees in clinical skills, whether within the University or in another setting.

CRITERIA

Comparable criteria established for our teaching faculty for appointment² and promotion: master's degree or expert knowledge in the appropriate discipline.

RESPONSIBILITIES

The **VOLUNTEER** faculty member annually contributes to the School of Nursing in one or more of the following ways:

- **Teaching (6 hours minimum)** (course, clinical, laboratory, guest lecturer and/or continuing education)
- **Precepting (six 1/2 days minimum)** for undergraduate and graduate nursing students
- **Service:** (Examples): speak at Horizons or other School offerings; actively serve on committees or advisory groups; actively participate in departmental projects such as recruitment and scholarly activities; assist in identification of learning experiences and provide the environment for these learning experiences; supervise mutually planned learning experiences; provide opportunity for clinical research; assist with recruitment of research subjects or grant preparation; assist with Development activities

Please contact the School of Nursing faculty member or department chairperson with whom you have been working regarding the fulfillment of these responsibilities.

CLINICAL FACULTY: *The above contributions are satisfied through a joint agreement between the institution and the University of Pittsburgh School of Nursing for clinical hours donated with students by this individual.*

PRIVILEGES (subject to change)

Volunteer faculty are issued gold ID cards which entitle them access to libraries, computer labs, Bellefield and Trees, Pitt shuttle buses and the Pitt Book Store, where they can receive a 10% discount on general books on the main floor (not textbooks, calculators, etc.). They may also apply through the area faculty for network authorization for a computer account upon approval of the Department Chair/Dean. This enables them to have access to the University mainframe computers, an Internet connection and access to the computing labs.

APPOINTMENT PROCESS

Adjunct appointments are usually made after the individual has demonstrated evidence of participation in one of the School of Nursing's academic programs. *Special arrangements are made through the appropriate institutional contact for a clinical appointment.* This participation should be documented, in writing, by the individual seeking the appointment to the faculty member or administrative officer with whom s/he has been working. The individual seeking the appointment must have, in writing, approval of his/her administration, if applicable. The following documentation must be submitted by the person seeking the appointment to the faculty member/chairperson with whom s/he works:

- completion of the *Volunteer* Faculty Appointment/Reappointment Form by the person requesting the adjunct appointment, documenting his/her contributions to the School of Nursing
- letter of approval from the requestor's supervisor, if applicable
- photocopy of the requestor's social security card
- curriculum vitae/resume of the requestor
- photocopy of nursing license(s)

At this point, the Department Chairperson should sign the *Volunteer* Faculty Appointment/Reappointment Form, indicating approval, rank and length of contract, and forward the packet to the Dean. Once approval from the Dean has been given, the appointment material will be processed. The requestor will receive written notification of the appointment from the University of Pittsburgh Provost's Office. This process may take 6-8 weeks.

REAPPOINTMENT PROCESS

Adjunct Faculty - Continuation of the appointment will be dependent upon annual contributions by the volunteer faculty member. This information should be documented by completion of the Volunteer Faculty Appointment/Reappointment Form in the reappointment request.
Clinical Faculty – continuation of the appointment will be dependent on institutional guidelines.

¹University of Pittsburgh, *Faculty Handbook*, <http://www.pitt.edu/~provost/handbook.html>

²University of Pittsburgh School of Nursing, *Guidelines for Faculty Appointment and Promotion*, 4/11/06

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SCHOOL OF NURSING

Volunteer Faculty Appointment/Reappointment Form

Choose one: Adjunct Appointment Clinical Appointment

- Appointment (Please submit the following items) Reappointment (Please submit the following items)
- Curriculum Vitae Updated Curriculum Vitae
RN Licensure (copy) if applicable
Social Security Card (copy)
Letter of approval from supervisor (if applicable)

Name _____ Date _____

Home Address _____

Home Phone Number _____ Birthdate _____

Social Security # _____ E-Mail _____

Employer _____ Position _____

Work Phone Number _____

TO BE COMPLETED BY THE ADJUNCT APPOINTEE:

The responsibility of the Volunteer Faculty Member is to actively participate in at least one of the following ways annually. Please use the next sheet to describe your participation.

- **Teaching (6 hours minimum)** (course, clinical, laboratory, guest lecturer and/or continuing education)
- **Precepting (six 1/2 days minimum)** for undergraduate and graduate nursing students
- **Service:** (Examples): speak at Horizons or other School offerings; actively serve on committee or advisory groups; actively participate in departmental projects such as recruitment and scholarly activities; assist in identification of learning experiences and provide the environment for these learning experiences; supervise mutually planned learning experiences; provide opportunity for clinical research; assist with recruitment of research subjects or grant preparation; assist with Development activities

Please contact the School of Nursing faculty member or department chairperson with whom you have been working regarding the fulfillment of these responsibilities. *CLINICAL FACULTY: The above contributions are satisfied through a joint agreement between the institution and the University of Pittsburgh School of Nursing for clinical hours donated with students by this individual.*

New appointments: identify how you have been making a contribution to the School of Nursing.

Reappointments: Please detail contributions during your last contract period documenting each year separately.

I understand the responsibilities associated with this appointment and verify that I have an up-to-date active RN license (if applicable).

Signature _____ Date _____

TO BE COMPLETED BY THE DEPARTMENT CHAIR:

Department _____ Rank _____

Appointment Period: Start date _____ End of Contract _____

Signature _____ Date _____

APPROVAL SIGNATURE

Dean: _____ Date _____

Volunteer Faculty Appointment Reappointment Form

Additional Information

Name _____