

College of Engineering Adjunct and Visiting Research Faculty Appointments

These appointments, also known as supplemental research faculty, consist of all ranks of Adjunct Research Faculty and all ranks of Visiting Research Faculty.

Adjunct Research Faculty

Adjunct research faculty appointments are used when an individual's primary employment responsibilities lie outside the University. An adjunct faculty appointment indicates that the individual is working for a limited, part-time portion of his/her work effort on research. Appointing units may offer adjunct appointments at any research faculty rank, consistent with the person's professional qualifications as specified in this document. Adjunct appointments are for one year or less in duration. By definition these appointments must be less than 100%. No upper or lower limits are set, but appointments that fall in the range of 25% to 50% are expected. Continuation of Adjunct Research Faculty appointments are reviewed by the ADAA.

Visiting Research Faculty

Visiting research faculty appointments are for scholars visiting the University for a predetermined time (one year or less) to conduct research. Typically such an individual holds his/her primary appointment at another academic/research institution, and the appointing unit expects him/her to return to that position. Exceptions to this rule require permission of the home institution and a formal request for exception endorsed by the Department Chair and approved by the ADAA. Appointing units may offer visiting research faculty appointments at any research faculty rank, consistent with the person's professional qualifications.

Requests to Appoint Adjunct and Visiting Research Faculty

Adjunct and Visiting research faculty appointments require approval ADAA approval only.

1. Please submit the signed 'Visiting and Adjunct Research Faculty Request Form' and the candidate's CV to Sherry Hall (sfolsom@umich.edu).*
2. If approved, the department will need to prepare the necessary HR forms to complete the appointment and forward these forms to the CoE Human Resources office (Anne Rhoades, rhoadesa@umich.edu).
3. The department makes offer to candidate and sends a copy of the signed offer letter to Anne Rhoades (rhoades@umich.edu)

*Departments are free to use their own request forms.