



## SECONDARY AND RESEARCH AFFILIATE APPOINTMENTS

Approved by the EBE faculty on September 6, 2016.

As stated in its mission, the Department of Electrical and Biomedical Engineering (EBE) recognizes and values the breadth of expertise encompassed by the fields of electrical and biomedical engineering. In accordance, the Department offers scholars from outside the unit the opportunity to become formally affiliated with EBE in order that the Department may broaden the educational opportunities for its students and/or better support its faculty in their scholarly pursuits.

Secondary and Adjunct appointments are honorary appointments that are applicable for UVM faculty and non-UVM personnel, respectively.

Secondary Affiliates may serve as primary advisor for undergraduate and/or graduate students pursuing a degree in electrical engineering, biomedical engineering, and/or bioengineering. Secondary Affiliates may be invited to participate in RPT discussions and to provide peer teaching evaluations for Departmental faculty.

Adjunct Affiliates may collaborate with Departmental faculty on proposals submitted through UVM and on other research endeavors.

Affiliates with Secondary and/or Adjunct appointments may participate in Departmental meetings as non-voting members.

The Department's application process for both is identical and is follows:

- Potential affiliates need a sponsor. The sponsor will be a faculty member with a primary appointment in EBE.
- The sponsor will provide a written justification to the EBE Chairperson that includes the qualifications of the candidate and how the appointment will further the Department's Mission (provided below). A CV for the candidate will also be provided.
- These materials will be provided using the appropriate forms developed by the Office of the Provost and reviewed by the Department's faculty and discussed at a meeting. Given a positive vote, the Chairperson will forward the request to the Dean of the College of Engineering and Mathematical Sciences.

Secondary and Adjunct appointments will be for a term of no greater than two years. Reappointments will be considered based on the track record of contributions to the Department. The process for reappointment is as follows.

- The affiliate will be informed by the Chairperson of EBE of the deadline to request continued affiliation.
- The affiliate or his/her sponsor provides to the EBE Chairperson written justification for continued affiliation.
- The EBE primary faculty discuss the reappointment. Given a positive vote, the affiliation will continue.

This policy was developed in accordance to the University's guidelines (see next page).

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## MISSION STATEMENT

The Department of Electrical and Biomedical Engineering (EBE) is dedicated to providing world-class educational opportunities for students and to fostering internationally-recognized, faculty-driven research. The Department recognizes and values the breadth of expertise encompassed by the fields of electrical engineering and biomedical engineering and offers a collaborative environment that supports initiatives related to excellence in pedagogy and scholarship.



#### UVM's Non-Salaried Adjunct & Secondary Appointment Process

Adjunct and Secondary Appointments are honorary appointments that are for 0 FTE and without salary or remuneration of any kind.

Adjunct Appointments apply to individuals who are employed outside the University. When such an appointment is granted by UVM to an individual, the appointment is to a non-paid position, 0 FTE. Adjunct appointment titles will be Adjunct Lecturer, Assistant, Associate, or Full Professor.

Secondary Appointments apply to individuals who hold a full-time appointment at UVM that is the primary appointment. A secondary appointment is in a different unit from that to which the primary, full-time appointment is made, and is without salary, 0 FTE. Secondary appointments may carry the rank and title of the primary position or may be assigned the secondary title, as appropriate to secondary appointment duties, of Clinical Assistant, Associate, or Full Professor; Lecturer; or Instructor.

If an Adjunct or Secondary appointment becomes a paid appointment, the adjunct title must be changed to the appropriate title that recognizes the changed status, i.e. to Lecturer, Clinical or Research faculty member.

Research Faculty Appointments may be used in instances when an individual is engaged to develop a research grant or proposal. Such appointments are usually non-paid positions, 0 FTE, Research appointment titles are Assistant, Associate, or Full Professor. In addition to the process outlined below, appointment of a 0 FTE research faculty member requires approval from the Associate Vice President for Research (see PI Eligibility Policy, Office of Sponsored Programs, reproduced as Appendix A below).

Adjunct faculty are eligible for promotions in rank (for example, from Adjunct Associate Professor to Adjunct Professor), provided that persons holding secondary appointments as adjuncts are eligible for promotion only when the primary appointment is not a faculty appointment and therefore does not have promotion potential in a faculty rank. Promotion processes, including criteria and standards, will be established by the college or school in which promotion is under review. Promotion decisions will be handled at the college level, are initially granted or denied by the dean and are subject to review by the Provost.

#### UVM's Process for Making Initial Appointments

To obtain the approval from the Provost of a proposed appointment to one of the status categories listed above, a written request must be made by the department chair [or equivalent] as follows:

The request must contain a brief statement of rationale in support of the appointment developed by the Chair and approved by the Dean, including indication that the proposed appointment meets the relevant criteria stated above; a description of the consultative process with the faculty and the nature of the advice received relative to the proposed appointment.

The request must contain brief description of any expectations of the individual associated with his/her appointment (e.g., attend meetings, supervise students, committee service, etc.), and what rights the individual will have in the appointment department and College (e.g., participation in faculty votes).

Following approval of the initial appointment by the Provost's Office, re-appointment occurs at the College or School level, subject to a consultative process and expression of faculty support referenced above. A proposed change in appointment status of an individual holding a previously approved appointment, however, must be submitted to the Provost's office for approval.

Colleges and Schools must develop processes for approval of secondary appointments for faculty members holding appointments in their college or school to another unit, and also processes for approval of secondary appointments to the college or school from other units. The latter must include a statement from the supervisor supporting the appointment and indicating that the appointment will not adversely impact the individual's work in the primary appointment unit or is accounted for in the workload plan.