

Adjunct/Visiting (Salaried) New Appointment/Promotion – School of Medicine

Full Time	Full-Status, Partial-Load Must indicate % of effort	Part Time (<50%) Must indicate % of effort
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Academic Titles (Job Code)	Term	Required Documents for Review						Required Approvals
		Chair Letter	Letter from Home Institution	Letter of Understanding*	Minimum Letters	Background Check <small>(initial appointment)</small>	Current CV	Admin Approvals
Adjunct								
Adjunct Professor (2020)	1-3	✓	✓	✓	3	✓	✓	✓
Adjunct Associate Professor (2010)	1-3	✓	✓	✓	3	✓	✓	✓
Adjunct Assistant Professor (2005)	1-3	✓	✓	✓	3	✓	✓	✓
Adjunct Instructor (2015)	1-3	✓	✓	✓	3	✓	✓	✓
Visiting								
Visiting Professor (2190)	1-3	✓	✓		3	✓	✓	✓
Visiting Associate Professor (2175)	1-3	✓	✓		3	✓	✓	✓
Visiting Assistant Professor (2170)	1-3	✓	✓		3	✓	✓	✓
Visiting Instructor (2180)	1	✓	✓		3	✓	✓	✓
Other								
Visiting Scholar (9620) – not faculty	1	✓	✓		3	✓	✓	✓

* For those Departments that require a Letter of Understanding, it should be included with the new appointment packet.