**Rush Medical College (RMC) Adjunct Faculty Appointment Request Form**

Prepared by RMC Faculty Council

June 2024

Instructions: This form is to be filled out by RMC Department Chairs. Use this form to request and justify the need for an adjunct faculty appointment. Complete all sections and submit the form to the Faculty Affairs (FA) staff, who will coordinate the review process by the Faculty Council (FC) and ultimately the Dean.

**Section 1: Applicant Information**

Applicant's Name:

Department:

Academic Rank Requested:

☐ Adjunct Professor

☐ Adjunct Associate Professor

☐ Adjunct Assistant Professor

☐ Adjunct Instructor

Current Academic Rank:

☐ Professor

☐ Associate Professor

☐ Assistant Professor

☐ Instructor

☐ None

Current employer :

**Proposed Start Date (mm/dd/yyyy):**

**Types of Appointment and Terms:**

☐ New appointments are all for 1 year

☐ Reappoints are for 3 years

**Section 2: Rationale for Appointment**

Brief Statement of Rationale for Appointment:

(Provide a concise explanation of why the appointment is necessary and beneficial to the department and RUSH)

Detailed Explanation of Engagement:

(Describe the specific ways in which the applicant will engage with the department, including teaching, research, clinical activities, or other academic roles. Provide examples of expected contributions and interactions over the term of the appointment)

**Section 3: Performance Goals**

Given that reappointments of Adjunct faculty are not automatic, and reappointments require submission of a request from the Dept Chair and review by FC, it is important for the Dept Chair to articulate ahead of time what the performance goals are. Please write no more than 5 performance goals (SMART goals) that the faculty is expected to achieve over the next year (if a new appointment) or next 3 years (if for a reappointment):

1.

2.

3.

4.

5.

Furthermore, if this is a request for a reappointment: please explicitly evaluate whether the prior goals were accomplished. If not, then explain the benefits to the dept and RUSH of why the Chair wishes to extend the appointment despite the goals not being achieved.

**Section 4: Department Sponsor Information** (a sponsor shall serve as the applicant’s primary point of communication within the department, facilitate the applicant’s involvement in departmental activities, and ensures ongoing engagement and collaboration).

Sponsor's Name:

Sponsor's Academic Rank:

Sponsor's Department:

Responsibilities of the Sponsor:

**Section 5: Required Documentation**

Updated Curriculum Vitae: Attach the applicant’s current CV.

Department Chair Signature:

Name:

Department:

Date:

By completing this form, you acknowledge that you have reviewed and understand the criteria for adjunct faculty appointments and reappointments as outlined by Rush Medical College.