The titles Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, or Adjunct Instructor may be used. An adjunct faculty appointment may be offered to an individual who is employed outside the University, or who has a primary appointment in a University unit different from that making the adjunct appointment. Normally, the title “adjunct” connotes a part-time commitment of the individual to the appointing department; however, in some cases, “adjunct” may be used for full time employment. A non-salaried adjunct faculty member has limited responsibilities in the appointing department: they may be in involved in teaching, research, practice or service, and they do not receive regular salary. ESOP adjunct faculty appointments are typically “at will”, unless requested otherwise

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| **Step** | **Action** | **Responsible Party** | **Duration**  (business days) |
| 1 | Initiate Infoporte request using “New employment” request type. Select appropriate “Adjunct Action” route. Include adjunct rank, working title (if different from rank), proposed start date, candidate’s name and email address. Attach candidate’s CV. Prepare [letter of recommendation to Provost](https://faopharmacy.unc.edu/files/2018/03/Letter_Adjunct-Non-Salaried-Faculty_Chair-Dean-to-Provost.docx) and [appointment letter to employee](https://faopharmacy.unc.edu/files/2018/03/Letter_Adjunct-Non-Salaried-Faculty_Dean-to-Employee.doc), obtain division Chair’s signature. | Division Chair  EA/AA | At least  6 weeks in advance of effective date |
| 2 | Route request through offices for approval | Infoporte | 3-5 days |
| 3 | Initiate background check and degree verification. Send background check notification, [AP2](https://hr.unc.edu/files/2017/05/AP-2-EHRA-Jan-2016.doc) (Recommendation for Personnel Action), [AP2a](https://academicpersonnel.unc.edu/files/2016/02/AP-2a-Faculty-Appointee-Certifications-and-Conditions-of-Employment-rev-1.8.2016.doc) (Conditions of Employment) form to candidate. | HR Consultant | 1-3 days |
| 4 | Provide background check authorization information at [www.castlebranch.com](http://www.castlebranch.com). Return completed AP2, AP2a and CV to HR Consultant. | New Hire | 3-10 days |
| 5 | Process and return background check / degree verification results | OHR | 3-10 days |
| 6 | Send candidate-signed AP2 to Division EA/AA | HR Consultant | 1-3 days |
| 7 | Obtain Dean’s signature on Provost recommendation, appointment letter and AP2 form and return all three to HR Consultant. | Division Chair  EA/AA | 3-7 days |
| 8 | Submit ConnectCarolina hire action | HR Consultant | 3-5 days |
| 9 | ConnectCarolina action routes through offices for approval | ESOP HR/Budget  OHR | 3-5 days |
| 10 | Once approved, send appointment letter to New Hire (copy to division) | HR Consultant | 1-3 days |