

To: HHS Unit Heads

From: Tom Berndt, Associate Dean for Administration

Date: October 5, 2015

Subject: Procedures for Approval of Appointments of Adjunct Faculty and Visiting Scholars

When recommending the appointment of an adjunct faculty member or a visiting scholar, HHS unit heads should proceed as follows:

1. The unit head should first confirm that the proposed appointment is consistent with the University policy on the appointment of adjunct faculty and visiting scholars. The relevant policy is available at <http://www.purdue.edu/policies/human-resources/c-12.html>.
2. If the proposed appointee is from a foreign country, the proposed appointment would be for a visiting scholar, and the head has confirmed that the proposed appointment is consistent with University policy, the head should work with the department's liaison (<https://www.purdue.edu/IPPU/ISS/Scholar/liasons.html>) with the Office of International Students and Scholars (ISS) to ensure that a restricted party screening of the person is conducted.
3. If the proposed appointment is consistent with University policy and the proposed appointee is a U.S. citizen, the head should send a request for the appointment to the HHS Associate Dean for Administration with a brief statement of the rationale for the appointment, the curriculum vitae of the proposed appointee, and a draft of the offer letter to that person. If the proposed appointee is not a U.S. citizen and would become a visiting scholar, these materials should be sent to the associate dean after the restricted party screening has been completed and the ISS has approved the request to send an offer letter to the person. The offer letter must contain (1) the full name of the person, the person's home institution, and the Purdue University host and department; (2) a brief description of the visitor's anticipated work assignment; (3) a statement that the appointment is contingent on the receipt of a valid visa from the US government; and (4) dates of anticipated arrival and departure. Do not extend the invitation beyond the time frame that the visitor will be in your direct supervision or responsibility. Template of offer letter: <https://www.purdue.edu/provost/heads/recruitment/offerLetterTemplates.html>
4. The associate dean will confirm that the dean approves the recommended appointment and report back to the head, who may then send the offer letter to the proposed appointee.
5. Once the proposed appointee sends an affirmative reply to the offer letter, the head will forward that reply to his or her administrative support. Then the administrative support will prepare the form needed to document the appointment.

December 12, 2019

Please let me know if you have any questions about these procedures.