



To: HHS Unit Heads
From: Tom Berndt, Associate Dean for Administration
Date: February 8, 2024
Subject: Procedures for Approval of Appointments of Adjunct Faculty

When recommending the appointment of an adjunct faculty member, 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. The relevant policy is available at <https://www.purdue.edu/policies/human-resources/vib3.html>.
2. If the proposed appointment is consistent with University policy, the head should send a request for the appointment to the HHS Associate Dean for Administration. This request should include a statement confirming that the appointment is consistent with University policy, 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. A template of the offer letter can be found here: <https://www.purdue.edu/provost/faculty/department-heads/offer-letters.html>.
3. The associate dean will confirm that the dean approves the recommended appointment and report back to the head (with a copy to the college's business office), who may then send the offer letter to the proposed appointee.
4. Once the proposed appointee sends an affirmative reply to the offer letter, the head will forward that reply to his or her Administrative Assistant. Then the Administrative Assistant will complete the [Direct Hire Process](#) for non-paid employees.

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