

Recommendation for Adjunct Appointment Form

Adjunct appointments with the appropriate title are made for persons invited to participate without pay in instructional or research programs on a renewable term basis. Adjunct appointments are used for individuals whose professional life is based outside the university or outside the appointing department with the university. Adjuncts receive no salary or health benefits. An adjunct never serves as the instructor-of-record.

The Recommendation for Adjunct Appointment form must be completed by the department chair (or other administrator initiating the recommendation) and approved by the dean before it is sent to the Vice Chancellor for Academic Affairs for approval with the following attachments:

- Vitae
- Signed Personnel Record Data Sheet
- UNCW One Card Identification (I.D.) Card Request (as needed)
(Send copy of request if I.D. card is required to obtain university access and other privileges)
- ITSD Computer Access Request EXCEPTION Form (as needed)
(ITSD requires completed form approved by the VCAA before an e-mail account will be issued.)

Forms not filled out completely or lacking documentation will be returned.

Online Formats/Instructions for Recommendation for Adjunct Appointment Form UNCW One Card Identification (I.D.) Card Form Computer Access Request EXCEPTION Form

[Recommendation for Adjunct Appointment Form \(PDF\)](#)

1. Print a blank form and fill out by hand or typewriter, **OR**
2. Fill out the form online and then print it for signature.
(Fields highlighted in yellow or bordered with color may be filled out online.)

A reset button has been added to clear the PDF form. Once the form is completed, it can be saved as a PDF document to your computer.

[Recommendation for Adjunct Appointment Form \(MS Word\)](#) (May be saved to local drive.)

1. Print a blank form and fill out by hand or typewriter, **OR**
2. Fill out the form online and then print it for signature.

When you click on link, you will be directed to a Word document. You will be given the option to open form using Word or to save form to a file on your computer for completion and appropriate editing. You will need to start fresh for each additional word form. To clear this form and start over, exit and reload this document.

[UNCW One Card Identification \(I.D.\) Card Request Form](#)

When you click on link, you will be directed to a PDF document. Fill out the form online and then print it for signature **OR** print a blank form and fill out by hand or typewriter. Form should be completed as follows:

1. Please Issue an Identification Card as follows:
 - Employee's, Visitor's or Contractor's Name: *Full Name (First, MI, Last)*
 - University Department Where Employee Works or is Sponsored: *Department*
2. Type of Identification Card Being Requested: *UNCW Sponsored Visitor*
3. Approval to Issue UNCW One Card: *Permanent, Temporary, Contracted Services Employee or Sponsored Visitor*
 - The department must attach a copy of this form to the Recommendation for Adjunct Appointment being submitted for approval.
 - The department retains a copy of form to ensure the UNCW One Card is retrieved at the end of the temporary assignment.

- The sponsored visitor (adjunct) should hand carry this form to the UNCW One Card office.

[Computer Access Request EXCEPTION Form](#)

When you click on link, you will be directed to a PDF document. Fill out the form online and then print it for signature **OR** print a blank form and fill out by hand or typewriter.

- Completed original form must be attached to the Recommendation for Adjunct Appointment being submitted for approval.
- ITSD requires this form to be approved by the VCAA before an e-mail account will be issued.
- Upon VCAA approval, form will be transmitted to Application Services for issuance of email account.
- The authorized person in the department is responsible for notifying Application Services upon separation of the individual from UNCW.