

## Recommendation for Adjunct Appointment / Reappointment Form

Adjunct appointments/reappointments 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.

Reminder: Adjunct requests and associated privileges submitted for approval cannot have retro-active start date

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The Recommendation for Adjunct Appointment form must be completed by the department chair/school director (or other administrator initiating the recommendation) and approved by the dean before it is sent to AARM for review. **Submit all NEW adjunct appointments for AA approval with the following attachments:**

- Curriculum Vitae
- Signed Personnel Record Data Sheet
- Printed copy of all clear Criminal Background Check email from HR or note confirming it is “in process” \*\*
- UNCW One Card Identification (I.D.) Card Request (as needed)  
(Sponsoring dept./unit should keep a copy of I.D. card request, as a copy will be required by Card services to issue card)

All forms marked REAPPOINTMENT require I.D. card request form every year submitted if being requested, and an updated Personnel Record Data Sheet and Curriculum Vitae every 5 years.

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

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**Instructions/Information for completing application form and associated forms/documents required:**

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

1. Please fill out the form and sign electronically

### [UNCW One Card Identification \(I.D.\) Card Request - for both new and reappointed adjunct faculty](#)

1. Check the “Yes” box on the **Recommendation for Adjunct Appointment Form** next to “Identification Card”
2. Fill out the UNCW One Card-ID Card Request form online and then print it for signature OR print a blank form and fill out by hand. Form should be completed as follows:
  - Employee’s, Visitor’s or Contractor’s Name: *Full Name (First, MI, Last)*
  - University Department Where Employee Works or is Sponsored: *Department*
  - Type of Identification Card Being Requested: *UNCW Sponsored Visitor & adjunct appointment end date*
  - Approval to Issue UNCW One Card: *Chair/Director signature*
3. The department must attach the original form to the **Recommendation for Adjunct Appointment Form** being submitted for approval
4. The department retains a copy of form to ensure the UNCW One Card is retrieved at the end of the temporary assignment.
5. The sponsored visitor (adjunct) should hand carry this form to the UNCW One Card office to obtain a card.

### [Computer Access/Email Domain Request – Form no longer required with application; instructions listed below](#)

1. *For both new and reappointed adjunct faculty-* check the “Yes” box on the **Recommendation for Adjunct Appointment Form** next to “Email/Computer Access”
2. *For new adjunct appointments -* fill in an alternative email address in the space provided
3. Upon BoT approval of appointment request, AARM will transmit this information to Application Services for processing
4. The authorized person in the department is responsible for notifying Application Services upon separation of the individual from UNCW.