WestVirginiaUniversity
SCHOOL OF MEDICINE

Procedure for Courtesy/Adjunct Reappointment

A University internal audit of all courtesy/adjunct appointments in the School of Medicine has led to a new courtesy/adjunct re-appointment process to identify the contributions of the courtesy/adjunct faculty to the overall mission of the School of Medicine, and to verify if the courtesy/adjunct faculty has an active state medical license.

1. The Dean's Finance Office will send a list of courtesy/adjunct faculty to the departments.

2. The department will review the list for accuracy. The department can remove and discontinue any courtesy/adjunct faculty at this point.

3. The department will send the courtesy/adjunct reappointment form with the chair letter to faculty asking if they want to continue their courtesy/adjunct appointment.

4. The courtesy/adjunct faculty will return the re-appointment form with a copy of their updated CV.

5. The Department Chair and Department P&T Committee Chair will review the re-appointment form to see if the responses are consistent with the School of Medicine mission and the department expectations.

6. If the re-appointment form is completed and approved, the Dean's Finance Office will send a contract to the courtesy/adjunct faculty to sign and return. The department will also send a completed list stating which courtesy/adjunct faculty will be termed or continued. Please note that an automatic termination will be completed if the form is not returned.

7. The department will keep a copy of the signed contract in addition to sending a copy to the Dean's Finance Office.