POLICY
Adjunct appointments are intended for individuals who provide a contribution to the college through clinical supervision, lecture or laboratory instruction, or some other method that is valued and supportive of the mission of the college as determined by the Division Director and/or Chair of the respective division/department. The purpose of the appointments policy is to assure that these individuals have bona fide credentials and that the college has on file all requisite information, e.g., an academic transcript, curriculum vitae, evidence of professional licensure (as appropriate), in addition to basic demographic information.

- This policy applies to individuals who hold their primary appointments at institutions or entities other than CHP. This might include the Medical University Hospital Authority (MUHA), in other colleges or departments within the Medical University of South Carolina (MUSC) (e.g., COM-ENT), or at external universities or organizations.
- All appointments of non-CHP faculty are designated “volunteer” (i.e., “voluntary”) appointments, meaning that the appointment itself has no remuneration.
- Like all appointments, voluntary appointments are reviewed and renewed annually.
- The appointment itself is separate from any teaching contract. The latter is executed via a formal letter or memorandum that stipulates payment of an appointed individual to engage in teaching.
- Refer to the MUSC Faculty Handbook for details regarding rank and modifiers.

PROCEDURE
1. Division Director identifies the individual and the Chair approves the appointment at a departmental level.
2. The Business Administrator completes the Faculty Appointment Checklist.
3. The Business Administrator / HR Manager in the department compiles all relevant information and forwards to the Dean’s Office.
4. The Dean and the Provost approve all appointments.
5. Secondary appointments: For individuals who hold a faculty appointment in another MUSC College (e.g., COM, CON), the rank follows the individual. When we appoint the person in CHP, the appointment is designated “secondary.” Example: Dr. J.E.K. holds his primary appointment as assistant professor in the MUSC Department of XXX in the College of XXX. We offer him a secondary appointment in the College of Health Professions at the same rank.
6. External appointments: For individuals who are employed external to MUSC (e.g., professionals employed by the Medical University Hospital Authority or by other institutions), our modified ranks should be commensurate with the individual’s rank, role, level of experience, and the nature of the responsibilities they fulfill for the Department.
7. Payment of adjunct faculty or guest speakers must be approved by the appropriate division director and department chair. Business Administrators facilitate the appropriate paperwork and process adhering to established dates for each semester (refer to Policy for Payment of Adjuncts & Speakers).