Individuals who are engaged with the research, teaching, and/or service missions of the School of Public Health make important contributions to expanding the multidisciplinary approaches to public health education that are pursued by the school. To ensure a strategic and structured approach to the engagement of faculty at Indiana University who do not have a 100% full time appointment in the School of Public Health and the engagement of community-based practitioners, this document provides guidance to the eligible categories of affiliation, respective roles and responsibilities, and procedures of appointment.

There are two categories of affiliates to the faculty of the School of Public Health. For all purposes, individuals within such categories of appointment will be considered “supporting” faculty for the school and should be linked to one or more of the school’s specific academic departments.

While an individual who is teaching a course could be identified as an “adjunct faculty member,” it is not necessary that all individuals with an “adjunct” appointment are serving as independent instructors nor is it the case that they are eligible for any financial or other compensation unless an additional arrangement for such work has been established.

Below is a description of the two ranks.

**Adjunct Faculty**

*Indiana University Definition of Adjunct Faculty (Section 2.2.2 IU Academic Handbook)*: Adjunct appointments, whether compensated or volunteer, are appropriate for individuals who have expertise useful for the accomplishment of the unit’s (department’s) mission where that expertise is not available in the unit’s regular faculty. An adjunct appointee does not participate in faculty governance in the unit in which an adjunct appointment is held. Those with adjunct appointments fall within three groups: individuals whose principal employments are outside the university; those whose principal employments are within the university in positions for which teaching is not an appropriate responsibility; and faculty whose work in a second academic unit justifies a courtesy appointment in that unit.

The “adjunct faculty” appointment, for the purposes of expanding the public health faculty of the school, is a possibility for those who hold a faculty position at IU or another academic institution.

To be appointed as “adjunct faculty,” the individual must submit a cover letter requesting the status and a copy of a current CV to the Chair of the department in which the academic program is housed. The Chair will make the decision as to approve the appointment and to determine the length of appointment.
Public Health Affiliates

A “public health affiliate” is a category of appointment for individuals who are community-based professionals in fields related to the academic programs of the school. Additionally, a faculty member in a non-SPH unit who would prefer the title of “affiliate” instead of “adjunct,” is also eligible for this appointment. This is a non-paying appointment. Public health affiliates will be appointed for a period of three years, with renewal possible after three years.

The process for appointing an individual as a “public health affiliate” is as follows:

- Faculty may make nominations for community-based professionals (or other faculty) for whom this appointment is appropriate. Nominations are made to the Executive Associate Dean or Associate Dean for Research and Graduate Studies using a nomination form provided by the Dean’s office.
- All nominations should be proposed by faculty who have curricular responsibility for a specific major within the school. In some cases, a public health affiliate may be nominated, and may serve, for more than one major.
- Nominations will be solicited at three points during the academic year: September, February, and May.
- Faculty within a curricular major should reach consensus regarding the decision to invite the nominated individuals prior to submitting the nomination form.
- For MPH concentrations, the list of nominated individuals will be reviewed by the Public Health Leadership Team prior to submission to the Dean’s office in order to ensure consistency across the MPH concentrations in the school.
- After receiving the nominations, the Dean’s office will issue an invitation to become a “public health affiliate” via an online system; this system will ask the individual to submit a copy of their resume or CV and a brief description (via letter or email) of their professional interests for having an affiliation with the School of Public Health.
- Once submitted, the Executive Associate Dean (or appointee) will review and approve the appointment and issue a letter of such appointment to the affiliate.
- The department chair in which the major is housed, and the curricular coordinator of the major, will be copied on correspondence to the public health affiliate.
- The Dean’s office will maintain a database of all individuals with the title of “public health affiliate.”

Roles of Adjunct Faculty and Public Health Affiliates

Both Adjunct Faculty and Public Health Affiliates could support the academic mission of the school in a number of ways, depending on the particular needs of a department or academic program.

These could include, but are not limited to,

- Serving as preceptors for students during internships or community-based practicum experiences,
- Serving as a professional mentor to students or generally consulting with students about their professional goals and directions,
• Contributing to the teaching mission of the school, via guest lectures, presentations, and other activities that are designed to increase student attainment of competencies,
• Providing feedback to the curricular matters of an academic program (e.g., serving on curricular review panels, serving on advisory committees),
• Working as partners on research and service projects,
• For adjunct faculty members, serving on graduate student committees to the extent that they meet eligibility requirements of the university,
• Other specified duties as desired and mutually beneficial to the affiliate and the academic program.