

GUIDE TO ADJUNCT COURTESY APPLICATIONS

Required Materials, Details, and Common Issues

TABLE OF CONTENTS

SECTION 1 - ABOUT ADJUNCT COURTESY APPOINTMENTS

SECTION 2 - ROLES, RESPONSIBILITIES & EXPECTATIONS

SECTION 3 - APPOINTMENT & CREDENTIALING REQUIREMENTS

SECTION 4 - COMMON PITFALLS & HOW TO AVOID THEM

SECTION 5 - SUBMISSION PROCESS

SECTION 6 - CONTINGENT & EMERGENCY APPROVALS

SECTION 7 - CONTINUATION & PROMOTION

SECTION 8 - REAPPOINTMENT PROCESS

SECTION 1

ABOUT ADJUNCT COURTESY APPOINTMENTS

WHAT IS AN ADJUNCT COURTESY APPOINTMENT?

An **adjunct courtesy appointment** at the WVU School of Medicine is a **non-tenured, non-salaried** faculty appointment for individuals who contribute to the School's academic, clinical, research, or service missions **without direct compensation from WVU**.

These appointments formally recognize an individual's role and allow the School to document their involvement. In many cases, a courtesy appointment is also used to provide **appropriate access to WVU systems** for individuals who are not otherwise employed by the University.

The titles "**Adjunct**" and/or "**Clinical**" precede the academic rank to reflect the nature of the individual's role and level of involvement.

WHO REQUIRES A COURTESY APPOINTMENT?

A courtesy appointment is required for **individuals who are not employed by WVU** but who contribute in a meaningful way to the School of Medicine's mission.

This includes individuals whose involvement is:

- Ongoing or recurring
- Instructional, clinical, research-related, or service-based
- Conducted under the auspices of a WVU department, division, or program



NOTE: ALL 1099 UHA FACULTY ARE REQUIRED TO HAVE A COURTESY APPOINTMENT

INDIVIDUALS WHO COMMONLY REQUIRE A COURTESY APPOINTMENT INCLUDE:

- **Locums**
- **Fellows**
- **Hosting Students:**
 - Clinical Preceptor/Mentor
 - Providing student lectures & education
 - Instructor for graduate courses
 - Lab-based demonstrations
 - Rotations
 - Shadowing opportunities
- **Research:**
 - Clinical
 - Non-clinical
- **Care of Patients (Clinical)**
 - Inpatient
 - Outpatient
 - Attending
 - Call Coverage
 - Radiology Reads
 - Remote Neuromonitoring
 - Clinical Consultations
 - Full-time Provider
- **Other:**
 - Participating in department meetings & retreats
 - Serving as core faculty of new residency
 - Providing faculty workshops
 - Moonlighting privileges

SECTION 1

ABOUT ADJUNCT COURTESY APPOINTMENTS

COMMON REASONS FOR A COURTESY APPOINTMENT

Adjunct courtesy appointments are commonly requested for individuals who support the School of Medicine in one or more of the following ways:



Academic & Teaching Contributions

- Serving as a clinical preceptor or mentor
- Hosting students for rotations or shadowing experiences
- Providing lectures or educational sessions
- Teaching or assisting with graduate-level courses
- Participating in lab-based or instructional demonstrations

Clinical Contributions

- Providing inpatient or outpatient clinical care
- Serving as an attending physician or providing call coverage
- Performing radiology reads or remote monitoring services
- Offering clinical consultations or specialty support



Research Contributions

- Participating in clinical research activities
- Contributing to non-clinical or collaborative research efforts

Other Contributions

- Participating in department meetings or retreats
- Serving as core faculty for a residency or training program
- Providing faculty development workshops
- Holding approved moonlighting privileges



SECTION 1

ABOUT ADJUNCT COURTESY APPOINTMENTS

ADJUNCT VS. ADJUNCT CLINICAL APPOINTMENTS

The designation of **Adjunct** versus **Adjunct Clinical** is based on the **type of involvement** the individual will have.

- **Adjunct appointments** are typically used for **non-clinical roles**, such as teaching, research, or service activities that do not involve patient care.
- **Adjunct Clinical appointments** are used when an individual will be involved in **clinical activities**, including patient care or supervision in a clinical setting.

Correctly identifying the role at the time of appointment is important, as it determines:

- The appropriate academic rank
- Credentialing and licensure requirements
- Review and approval expectations

Departments should ensure the selected designation accurately reflects the individual's planned activities.

ADJUNCT COURTESY RANK LEGEND

NON- CLINICAL

CLINICAL

EMERITUS

Adjunct Instructor	Adjunct Clinical Instructor	
Adjunct Assistant Professor	Adjunct Clinical Assistant Professor	Assistant Professor Emeritus
Adjunct Associate Professor	Adjunct Clinical Associate Professor	Associate Professor Emeritus
Adjunct Professor	Adjunct Clinical Professor	Professor Emeritus

SECTION 2

ROLES, RESPONSIBILITIES & EXPECTATIONS



FACULTY RESPONSIBILITIES

- Maintain accurate and current personal and professional information, including contact information and credentials.
- Perform the activities outlined in the appointment request and statement of contribution.
- Comply with all applicable WVU School of Medicine and University policies.
- Maintain required licensure, certification, and credentials when engaged in clinical activities.
- Notify the department of any changes that may affect their appointment status or scope of involvement.



CHAIR RESPONSIBILITIES

- Reviewing and approving all adjunct courtesy appointment requests.
- Providing a clear justification for the appointment, including the benefit to the department and School of Medicine.
- Confirming the appropriateness of the proposed rank and designation.
- Ensuring compliance with School of Medicine and University requirements.
- Supporting decisions related to continuation, modification, or discontinuation of appointments.



DEPARTMENT RESPONSIBILITIES

- Determining whether a courtesy appointment is required based on the individual's role.
- Selecting the appropriate track and rank at the time of appointment.
- Ensuring the application materials are complete, accurate, and internally consistent.
- Verifying that the stated contribution aligns with the individual's planned activities.
- Monitoring continued engagement and initiating annual review or continuation as required.

ANNUAL REVIEW & CONTINUATION

Adjunct courtesy appointments are **not** permanent.

- Reviewed annually to confirm continued contribution
- Continuation depends on engagement and compliance
- Appointments may be discontinued if requirements are no longer met
- Timely submission helps avoid lapses in appointment status

SECTION 3

APPOINTMENT & CREDENTIALING REQUIREMENTS

This section outlines the core requirements for an adjunct courtesy appointment. Clear, accurate documentation at this stage helps prevent delays and ensures appointments are aligned with the individual's role.

REQUIRED APPLICATION MATERIALS

All adjunct courtesy appointment requests must include the following:



- Completed adjunct courtesy appointment form
- Current curriculum vitae (CV)
- Clear statement of contribution outlining the individual's role
- Chair justification supporting the appointment
- Any required licensure or credentialing documentation (when applicable)

Applications must be **complete and internally consistent** at the time of submission. No partial applications will be accepted.

RANK SELECTION AND CONFIRMATION

Departments are responsible for selecting an **appropriate academic rank** at the time of appointment.

Rank should be based on:



- The individual's qualifications and experience
- The nature of their contribution to the School of Medicine
- Alignment with School of Medicine guidelines

Requests submitted with an incorrect or unsupported rank may be delayed pending clarification or revision.

STATEMENT OF CONTRIBUTION

The statement of contribution is a required component of the application and should clearly describe:



- The specific activities the individual will perform
- The anticipated frequency or duration of involvement
- How the contribution supports the department and School of Medicine

Statements should be **specific and role-focused**. Vague or overly broad statements may result in delays.

SECTION 3

APPOINTMENT & CREDENTIALING REQUIREMENTS

CLINICAL VS. NON-CLINICAL INVOLVEMENT

The designation of Adjunct versus Adjunct Clinical must accurately reflect the individual's activities.

- Adjunct (Non-Clinical) appointments are used for teaching, research, or service roles that do not involve patient care.
- Adjunct Clinical appointments are required when an individual will participate in clinical activities, including patient care or clinical supervision.

Correct designation at the time of appointment determines applicable credentialing requirements.

LICENSURE AND CREDENTIALING REQUIREMENTS (WHEN APPLICABLE)

Individuals engaged in clinical activities must maintain **appropriate licensure, certification, and credentials** for the duration of the appointment.

Departments are responsible for:

Verifying that required credentials are current

- Ensuring documentation is submitted with the application
- Monitoring credential status throughout the appointment period
- Appointments may not proceed or continue if required credentials are missing or expired.

IMPORTANT REMINDER

Adjunct courtesy appointments are granted based on the **role described at the time of appointment**. Any changes to scope of involvement may require review and updated documentation.

SECTION 3

APPOINTMENT & CREDENTIALING REQUIREMENTS

LICENSURE AND BOARD CERTIFICATION REQUIREMENTS

Individuals appointed to **Adjunct Clinical** roles must meet applicable **licensure and credentialing requirements** at the time of appointment or have documented plans to do so.

WEST VIRGINIA LICENSURE

All **clinical** appointees must hold, or be in the process of obtaining, the appropriate **West Virginia professional license** for their discipline (e.g., MD, DO, PT, OT).

IF LICENSED IN WV:

- Verify WV licensure using the state board website for the discipline
 - MD, DO, PT, OT, etc...
- Include a copy of the applicant's current WV license with:
 - License number
 - Expiration date
- Include any temporary permits or pending applications

IF NOT LICENSED IN WV:

- Include confirmation of plans to obtain WV licensure and expected timeline
 - Provide estimates by Month/Year
- Include any temporary permits or pending applications

BOARD CERTIFICATION / BOARD ELIGIBILITY

All **MD and DO appointees** must be board certified, board eligible, or have documented plans to obtain board certification.

- Clinical fellows are **not required** to be board certified at the time of application

IF BOARD CERTIFIED:

- Verify board certification via [ABMS](#) or [AOA](#) websites
- Include current documentation of board certification:
 - Certifying board
 - Certification date
 - Certification Number/ID
 - Specialty
 - Subspecialty
 - Status

IF NOT BOARD CERTIFIED:

- Confirm board eligible status
- Include a detailed explanation of plans/timeline to obtain board certification
 - Provide estimates by Month/Year

IMPORTANT NOTE

Incomplete licensure or credentialing documentation may result in **delayed review** or **contingent approval** pending receipt of required information.

SECTION 4

COMMON PITFALLS & HOW TO AVOID THEM

*This section highlights common issues that can delay review or approval of adjunct courtesy appointments. Most delays can be avoided by confirming accuracy and completeness **before submission**.*

START DATE

ISSUE: Application submitted without a proposed start date

SOLUTION: Include a clearly stated proposed start date on the appointment form.

ISSUE: Missing non-WVU email address.

SOLUTION: Include a valid non-WVU (personal or employer) email address. This information is required to request sponsored system access.

NON-WVU EMAIL ADDRESS

CURRENT CV

ISSUE: Current CV not included

SOLUTION: Include a current CV reflecting education, training, employment history, certifications, publications, and current position.

ISSUE: Inconsistent information across application materials

SOLUTION: Review all documents to ensure information is consistent across forms (e.g., name spelling, degree designation such as MD vs. DO, rank, and role).

INCONSISTENT INFORMATION

DEPARTMENT CHAIR JUSTIFICATION

ISSUE: Insufficient or missing Chair justification

SOLUTION: Ensure all required sections of the Chair justification are completed and clearly support the appointment request. Appointments cannot proceed without documented departmental approval.

SECTION 5

SUBMISSION PROCESS

SUBMISSION OVERVIEW

Adjunct courtesy appointment requests must be compiled and submitted by the requesting department. The steps below outline the standard submission process.

SUBMISSION STEPS

- STEP 1:** Appointee fills out Form A and includes their current CV, and copies of their WV licensure and board certification documents (if applicable) to the requesting department
- STEP 2:** Department Chair completes Form B
- STEP 3:** The requestor will:
- Compile all files into one PDF document
 - Verify medical licensure and board certifications as needed
 - Submit the application via email to Julian and Mykenzie

WHAT DO I DO AFTER MY APPLICATION IS SUBMITTED?

- STEP 1:** Your application will be presented around the 25th of the month in front of the Courtesy Appointment Approval Committee
- STEP 2:** Once approved, you will receive an email confirming your application has been approved or denied
- STEP 3:** Upon approval, Julian will submit a request for a sponsored account for the appointee
- STEP 4:** Once the sponsored account is approved by IT, a contract for the appointee will be sent from the Dean's Office to the requestor. The requestor will send the contract to the appointee for signature.
- STEP 5:** The requestor will submit the signed contract via email to Julian and Mykenzie

SECTION 5

SUBMISSION PROCESS

SUBMISSION OVERVIEW

*Adjunct courtesy appointment requests should be submitted only after **all** required materials and approvals have been obtained.*



Form A: Initial Application for Courtesy Faculty Appointment
(Completed by Appointee)



Form B: Initial Application for Courtesy Faculty Appointment
(Completed by Department Chair)



Copy of WV License



Board Certification
(must be verified via ABMS or AOA website, if applicable)



Current Curriculum Vitae (CV)



**IN ADDITION TO THE ATTACHED FORMS, PLEASE INCLUDE AND
FILL OUT THE BELOW INFORMATION IN THE BODY OF YOUR EMAIL**



Name:
Department:
Recommended Rank:
Degrees & Institutions:
Licensure:
Certifying Board (Using ABMS or AOA website)
Specialty:
Subspecialty:
Status:
Relevant Previous WVU Experience:
Contribution:



THIS INFORMATION WILL PROVIDE A CLEAR PICTURE FOR THE COMMITTEE



SECTION 5

SUBMISSION PROCESS



All courtesy requests must be submitted by the 20th of each month



Applications are presented around the 25th of the month to the committee

ALL APPLICATIONS MUST BE EMAILED TO:



CONTACT US

- 1) **Julian Rohatgi**
jkrohatgi@wvumedicine.org
- 2) **Mykenzie Cochran**
mykenzie.nottingham@hsc.wvu.edu

SECTION 6

CONTINGENT & EMERGENCY APPROVALS

EMERGENCY APPROVALS

An emergency approval happens when an appointee has a start date before the 25th of the month they are starting and an application was not submitted during the prior month.

Emergency approvals go through the same review process as a normal application, but approval and sponsored account access is expedited by Julian Rohatgi on behalf of Dr. Clay Marsh.

STEP 1: The requestor will submit the completed application like normal, but will include a letter stating why the emergency approval is needed

STEP 2: The application will be processed by the Dean's Office

STEP 3: A confirmation email will be sent to the requestor upon approval, with a contract to follow at the end of the month

CONTINGENT APPROVALS

A contingent approval happens when:

1) An appointee is not board certified yet because it could be too soon, or they are board eligible at the time of application

2) The appointee does not have or is pending WV licensure

The application should include:

1) The applicant's formal plan and timeline to obtain WV licensure and any temporary/pending licenses while awaiting permanent licensure

2) The applicant's formal plan and timeline to obtain board certification (provide estimates by Month/Year)

NOTE: It is important that each department creates a system to track the progress of appointees with contingent approvals throughout the year, so the appointee is not at risk of termination during the annual reappointment process. All updates must be reported to the Dean's Office.

SECTION 7

CONTINUATION & PROMOTION

Adjunct courtesy appointments are not automatically renewed. Departments are responsible for verifying continued eligibility and contribution prior to continuation or promotion.

ANNUAL REVIEW

- Continuation is **not automatic**
- Departments must conduct **annual evaluations** of the faculty member's activity and engagement
- Evaluation is based on assigned educational or administrative responsibilities (e.g., teaching, mentoring, directing courses)

PROCEDURES GUIDE FOR
CONTINUATION OF COURTESY
FACULTY



SCHOOL OF MEDICINE PROMOTION
AND TENURE GUIDELINES



DOCUMENTATION & COMPLIANCE

- Faculty must maintain:
 - A valid, unrestricted medical license (if applicable)
 - Current board certification (for MD/DO or clinical faculty)
 - Evidence of fulfilling teaching/admin assignments outlined in the offer or renewal letter

RENEWAL LETTER

- If approved, the department must issue a renewal or continuation letter that:
 - Outlines responsibilities and effort expectations
 - Reflects changes in role (e.g., if added to a committee with voting rights)
 - Reinforces licensure and credential compliance

SECTION 7

CONTINUATION & PROMOTION

Note: Promotion is not available in the Adjunct (non-clinical) track. Faculty must move to the Adjunct Clinical Faculty Track to be eligible.

TRANSITION TO ADJUNCT CLINICAL FACULTY TRACK

- Faculty must hold a clinical degree (MD, DO, etc.), a valid WV medical license, and board certification
- Must have defined teaching or program leadership roles documented in their letter of appointment or renewal

DECLARE INTENT TO PURSUE PROMOTION

- Faculty must notify their Chair and Dean's Designee in writing:
 - At least 3 years before seeking promotion to Associate Clinical Adjunct Professor
 - At least 4 years before seeking promotion to Full Clinical Adjunct Professor

TRACK ACTIVITIES & ANNUAL REVIEWS

- The department and faculty must maintain detailed **records of annual reviews, teaching assignments, and contributions**
- This documentation **supports the eventual promotion case**

APPLY SOM TRACK CRITERIA

- Faculty are evaluated for promotion using the same standards as the Clinician/Health Sciences Educator Tracks, depending on degree and assignment
- Required documentation includes:
 - External evaluations (solicited by the Dean's Office)
 - Current licensure/certification
 - Demonstrated educational impact or administrative service

SECTION 8

REAPPOINTMENT PROCESS

Annual reappointment ensures that adjunct courtesy faculty continue to meet eligibility requirements and contribute to the School of Medicine.

ANNUAL REVIEW

- The Dean's Office will send out a template to each department with active adjunct/courtesy faculty. The department will review the template to confirm whether or not each appointee should be reappointed or termed for the upcoming fiscal year.
- **The department chair must review, acknowledge, and sign off on each reappointment or termination. The template will be marked as incomplete if it does not have chair approval.**
- The Dean's Office conducts an annual reappointment process to validate all active courtesy appointments. This helps the office avoid renewing appointments for faculty who no longer contribute as a adjunct/courtesy faculty.

THE REAPPOINTMENT TEMPLATE

- The template is designed for the department to confirm reappointments, terminations, and follow-up on contingent approvals for the upcoming fiscal year as well as to help the Dean's Office collect current faculty data.
- The following is included on the reappointment template and must be filled out for each appointee:
 - **WVU ID**
 - **First Name**
 - **Last Name**
 - **Rank**
 - **Appointed Date**
 - **Role/Contribution**
 - **Physical Location (City, State)**
 - **Practice Location (Hospital/Clinic)**
 - **Clinical (Yes/No)**
 - **Planning to pursue promotion (Yes/No)**
 - **Current Verified Licensure (Yes/No)**
 - **Board Certification (Yes/No)**
 - **Reappointed or Terminated (Select One)**
 - **Term date if being termed**
 - **Name of person who verified the information**
 - **Chair Approval (Yes/No)**

**NOTE: Emeritus faculty will be included on the reappointment template. You can mark "NA" in each cell for them, unless they are deceased. Please include the date of death as the term date.*

INCOMPLETE RETURNED TEMPLATES

- If a template is returned to the Dean's Office with blank cells (incomplete), then the appointee with insufficient information will be terminated. The Dean's Office cannot reappoint a person without complete information provided by the department.
- The appointee will be terminated and must submit a new courtesy application to be considered for appointment by the Courtesy Appointment Approval Committee.