

Appointments with Modified Titles

Academic titles are sometimes modified in regulated ways by the terms *acting*, *adjunct*, *courtesy*, and *visiting*.

Acting Appointment. Among academic titles, *acting* may be applied only to assistant professor, associate professor or professor. *Acting* indicates a temporary situation. For example, an assistant professor may be designated as *acting* if the academic degree normally required for the position has not been completed at the time of the appointment. Holders of the *acting* professorial titles are members of the University Faculty but do not have voting status.

The term *acting* may also be used for a person who temporarily fills the position of chairperson, director, or dean. The incumbent may designate an individual to assume the responsibilities of the position for a short period without making a formal appointment. Since *acting* appointments are always temporary, the term of the appointment is normally for up to one year. It is renewable only in unusual circumstances. The term *interim* may be substituted in successional administrative situations.

Adjunct Appointment. *Adjunct* may be applied only to assistant professor, associate professor, and professor. A person whose title is modified by the word *adjunct* is one who, though his or her primary responsibility is outside the department, is willing to contribute part-time to the academic program. The appointment normally involves compensation. The academic qualifications of individuals appointed to *adjunct* professorships are comparable to those of regular faculty members, and appointment procedures are identical to those for regular academic positions. *Adjunct* appointments of professors and associate professors can be for up to five years, while those of assistant professors are for up to three years. Both are renewable. The approval of the dean is required. Individuals holding *adjunct* professorships are members of the university and college faculties but do not have voting privileges. Voting membership in college faculties may be conferred by the college.

Courtesy Appointment. The *courtesy* modifier may be applied only to assistant professor, associate professor, professor, instructor, senior lecturer, and lecturer. Persons having professional qualifications for regular appointments to these titles and who serve on the staff of an academic department although employed by an outside agency may be appointed with the modifier *courtesy* appended to the appropriate title. Such *courtesy* appointments, reappointments, and promotions are subject to the same departmental and college reviews as appointments to the unmodified titles. Such appointments are without salary or fringe benefits. Individuals holding *courtesy* professorial appointments are voting members of the University Faculty.

Visiting Appointment. *Visiting* may be applied only to assistant professor, associate professor, professor, instructor, senior lecturer, lecturer, senior scholar, and senior scientist. The modifier *visiting* denotes a temporary arrangement. It may be used to designate a salaried temporary member of the teaching or research staff who assumes the usual responsibilities of the position. *Visiting* staff members are drawn from a variety of sources, including sources within Cornell, in which case the individual has a *visiting* appointment to the particular faculty or program. Many have continuing academic appointments at other institutions; others with the qualifications for professorial titles have held positions in business, industry, government, and foundations. Individuals with *visiting* professorial appointments are members of the University Faculty but do not have voting status.

At times a department may offer space and facilities to a scholar or a scientist on leave who is receiving total support and compensation from an institution or agency other than Cornell. If the individual is a member of the faculty of another college or university, the *visiting* appointment should be made at the same professorial rank he or she currently occupies. If the person does not already have a professorial title, the visiting fellow title should be used. Questions about such resources as staff support, office or research space, financial support from Cornell or the research program or about supplies, computer time, and the like, should be resolved in the offer letter before the appointment is made.