

0% Appointments in LAS

For Individuals who have a significant and ongoing relationship to the research, teaching and/or service of the unit

Description	Who can extend offer?	Notes	Submission Process	Documents to Upload and Review Levels
0% Faculty and Specialized Faculty Appointments for those holding budgeted Faculty or Specialized Faculty Appts <u>in Other Academic Units in the University of Illinois System</u>	Academic Units	<p>Individuals hold the same rank for a 0% time faculty appointment as they hold in their home department</p> <p>Graduate Faculty standing will also carry over to the department granting the 0% faculty appointment, subject to specific policies established by that unit</p> <p>Either the department granting the 0% appointment or the staff member may unilaterally terminate the arrangement. 0% appointments do not entitle the holder to any formal notice of non-reappointment</p>	<p>When Home and 0% unit are both within LAS, College review not required</p> <p>When Home unit is outside LAS and 0% within LAS, submit <i>Transmittal for Cases Forwarded for Second Level Review</i>- via CSOD- Provost Coms for College review. CSReqID= LAS only review</p>	<p>When Home unit is outside LAS and 0% within LAS- LAS highest level of review</p> <ul style="list-style-type: none"> • Current CV of candidate; • Justification letter from the department clearly stating how the individual meets the qualifications for the proposed 0% title; contributions to be made by the candidate
0% Faculty and Specialized Faculty Appointments for those <u>outside of the University of Illinois</u>	Academic Units	<p>Adjunct must be used for 0% titles</p> <p>If faculty at another institution, align with rank at home institution as appropriate</p> <p>Either the department granting the 0% appointment or the staff member may unilaterally terminate the arrangement at the end of the appointment period. 0% appointments do not entitle the holder to any formal notice of non-reappointment</p> <p>If a 0% appointment is entered into Banner, then the individual will be required to complete trainings (ANCRA, Ethics, and Title 9) when appointment added.</p>	<p>Unit begins the Provost Communications form to request the 0%- housed within CSOD: Click on the “hamburger” (the three lines) in the upper right hand corner > Additional Resources > Useful Information. Provost Communications- Choose <i>Transmittal for Provost’s Approval of Courtesy Appointments for Non-employees</i>. In the form, for CS req enter N/A; for New Employee Group choose Other. Upload the CV and justification letter into this form.</p>	<ul style="list-style-type: none"> • Current CV of candidate; • Justification letter from the department clearly stating how the individual meets the qualifications for the proposed 0% title; contributions to be made by the candidate <p>College and Provost review required</p>
0% specialized faculty appointment for <u>academic professionals in the University of Illinois system</u>	Academic Units	<p>Titles to use: Instructor (Senior), Lecturer (Senior), teaching, research and clinical professor tracks</p> <p>LAS, Provost & BOT approval required to promote to the Teaching/Research/Clinical Assoc/Full Professor level. Submit Provost Com 26 Cover sheet along with all documents listed under Review Process</p> <p>Unmodified professorial appointments will no longer be approved for Academic Professionals</p>	<p>Submit request to lascollegehiring@illinois.edu for College review</p>	<ul style="list-style-type: none"> • Department Policy on Specialized Faculty; • Current CV of candidate; • Justification letter from the department clearly stating how the individual meets the qualifications for the proposed 0% title; • Candidate’s Teaching Activities Report and Self Review (for Teaching and Clinical titles); • Candidate’s ICES Summary (for Teaching and Clinical titles); • Candidate’s Statement of Research Goals & Accomplishments (for Research titles)

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				College review required
<u>Affiliate Appointments</u> to a tenure system faculty member, a specialized faculty member, and academic professionals holding appointments in other campus units as well as those outside the University	Institutes and centers	<p>Institutes/Centers should be consistent with 0% titles for each employee group (i.e., all given 0% title they hold in home dept or all 0% Center/Institute Affiliate)</p> <p>Institute/Center Faculty Affiliate title-shall only be given to tenure system faculty members holding an appointment in an academic unit on the Urbana campus</p> <p>Adjunct Institute/Center Affiliate title – shall be used for those outside of the Urbana campus tenure system. Adjunct Faculty title aligning with rank at home institution may be used with campus approval</p> <p>Appointments made on an annual basis, but Institutes/Centers may specify in their policy an expectation for up to 5 years annual reappointment for a 0% affiliate appointment</p>	Submit request to lascollegehiring@illinois.edu for College review	College review required
<u>Emeritus/Emerita</u> Titles	Academic Units	<p>If a 0% Emeritus/Emerita appointment is entered into Banner, then the Emeritus/Emerita professor will be required to complete the annual online trainings (Ethics and Title 9)</p> <p>The College will review on a case by case basis requests for 0% Research Professorial titles for Emeriti Faculty</p>	Submit <i>Transmittal for Emeritus/Emerita Status Request</i> (Provost Com 12) and brief justification letter to the College for review (Provost, BOT review also required)	College and Provost review required
<u>Visiting Scholar</u> appointments	Academic Units, Institutes, Centers	Reserved for international visitors	Call LAS HR with any questions	

Notes:

- Modified = Specialized Faculty
- Unmodified = Tenure Stream Faculty
- CSOD = Cornerstone
- For internal to the university 0% appointments, the granting unit should notify the home unit regarding the proposed 0% appointment.
- If 0% for external to UofI individual use Adjunct; If 0% internal to UofI adjunct not needed if person holds ≥50% university appointment.
- All offer letters for 0% title include the expectations associated with the position and note the 0% title and \$0.
- Units will need to have a policy on the Specialized Faculty title noted in the 0% request, and anyone proposed for a 0% apt will need to meet the expectations outlined in the document to be awarded the 0% title.
- A unit's bylaws should specify the rights and responsibilities that are attached to a 0% appointment.
- In HRFE: LAS encourages the use of POOLED position numbers for 0% appointments with the AA E-Class. Please be sure to still have the 0% job match the primary position information (for tenure-stream and specialized faculty).

Reference Document: Provost Communication #3