

ADJUNCT FACULTY OR VOLUNTEER ID REQUEST

Policy ([ACD 505-02: Faculty Membership, Appointment Categories, Ranks, and Titles](#))

Adjunct faculty appointments are unpaid, usually part-time positions for limited (not more than one-year) renewable terms. Adjunct faculty are not part of the Academic Assembly. The appointments are made by deans to individual academic units or to such units as interdisciplinary degree or certification programs. Appointments are made in order to facilitate the adjunct faculty member's professional association with the university for the benefit of the individual and the university in such roles as supervising clinical practice students, assisting with research efforts, and occasionally teaching.

New appointment

Renew an existing appointment

Name: _____
(Last) (First) (MI)

SSN #: _____ (Will **NOT** be used for identification) **OR** ASU ID #: _____

If International, Visa/Passport Number: _____ (All J-1 Scholars in the Exchange Visitor Program contact International Programs Office for faculty ID, 480-965-5965)

Date of Birth: _____

Home Address: _____

Phone Number: _____ Non-ASU Email Address: _____ ASU email address: _____

Company Name or Home Institution: _____

Company Address: _____

Is Adjunct/Volunteer an MD?: ☐ Yes ☐ No
*If "Yes" is selected, an Adjunct Faculty MD Agreement form **must** be completed and attached to this request.*

Start Date: _____ *End Date will be 6/30 of that current fiscal year for requests from July 1-January 31 and 6/30 of following fiscal year for requests after February 1.*

Sponsoring Department/School (pick from drop-down): _____

Sponsoring Faculty/Staff Member: _____ Sponsor's ASURITE: _____

Office Building: _____ Mail Code: _____ Office Room: _____

Justification for appointment: _____

Highest Degree Earned: _____ Institution where highest degree was earned: _____

Major-Degree Field: _____ Year Earned: _____

SPONSORS: This form, along with the Volunteer Registration form, candidate's current CV, and MD Agreement form (if applicable) are needed to complete the request.