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## MEMORANDUM

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**TO:** IGBB Staff and MAFES, CVM, ORED, HPC<sup>2</sup> & SPA Administrators

**FROM:** Daniel G. Peterson  
Director  
Institute for Genomics, Biocomputing & Biotechnology

**DATE:** December 5, 2014

**SUBJECT:** IGBB OP 14.01 - Policy Regarding Adjunct Faculty Appointments

**ACRONYMS:** IGBB = Institute for Genomics, Biocomputing & Biotechnology; MAFES = Mississippi Agricultural Forestry & Experiment Station; CVM = College of Veterinary Medicine; ORED = Office of Research & Economic Development; HPC<sup>2</sup> = High Performance Computing Collaboratory; Assoc. VP = Associate Vice President; SPA = Sponsored Programs Administration; MSU = Mississippi State University

This document provides the tenets of the IGBB's policy regarding adjunct faculty appointments and shall henceforth be referred to as IGBB OP.14.01. The policy adheres to the principles described in MSU Academic Operating Policy 13.22 (see [AOP 13.22](#)) which concerns assignments of titles such as Adjunct Faculty, Visiting Faculty, etc.

- (1) IGBB adjunct faculty appointments are limited to individuals that are not employed by MSU.
- (2) Any candidate for an adjunct faculty appointment at the IGBB must...
  - a. Possess a Ph.D., M.D., D.V.M, or other doctoral degree;
  - b. Provide the IGBB Director with a current *curriculum vitae* and a brief letter/e-mail requesting an adjunct faculty appointment;
  - c. Be in a position where they can submit grant proposals and/or run awards and contracts through the IGBB. A prime example is a federal employee who cannot submit proposals to other federal agencies unless they do so through their adjunct faculty membership.
- (3) The IGBB Director will make the decision as to whether to seek adjunct faculty status for an applicant or not. Of note, adjunct status will not be granted to anyone unless, in the opinion of the IGBB Director, there is a high probability that the adjunct appointee will have a net positive economic impact on the IGBB and/or its parent/partner organizations (e.g., HPC<sup>2</sup>, MAFES, CVM, ORED, and MSU).
- (4) If the IGBB Director decides that granting an applicant's request for adjunct status is beneficial, the Director will draft a letter offering that individual an adjunct faculty appointment (see SAMPLE LETTER TEMPLATE below). The letter and the applicant's CV will then be submitted for consideration to the MAFES Director, the CVM Dean, and the Assoc. VP for ORED. If these administrators agree with the recommendation of the IGBB Director (as indicated by placement of their respective signatures on

the letter), a copy of the signed letter will be forwarded to the Office of the Provost, the Sponsored Programs Administration, the HPC<sup>2</sup> Administration, and Information Technology Services.

- (5) Since the IGBB has only research faculty, anyone receiving an adjunct appointment with the IGBB will have the title of Adjunct Assistant Research Professor, Adjunct Associate Research Professor, or Adjunct Research Professor depending upon the appointee's qualifications.
- (6) Adjunct faculty will be appointed for a period of three years as per [AOP 13.22](#). Renewal of an appointment will require submission of an updated CV from the adjunct faculty member, drafting of a renewal appointment letter by the IGBB Director, and acquisition of signatures from the MAFES Director, the CVM Dean, and the Assoc. VP for ORED.
- (7) Those individuals invited to campus to participate in and perform in research activities at the university as a collaborator must have a written agreement in place, especially in cases where new and/or developing technologies are being used or developed or shared.

APPROVED BY

<u>/s/ Daniel G. Peterson</u> IGBB Director	<u>December 5, 2014</u> Date
<u>/s/ George M. Hopper</u> MAFES Director	<u>December 8, 2014</u> Date
<u>/s/ Kent H. Hoblet</u> CVM Dean	<u>December 8, 2014</u> Date
<u>/s/ John A. Hamilton</u> Assoc. VP for ORED	<u>December 15, 2014</u> Date

**SAMPLE LETTER TEMPLATE**

Date

Dr. XYZ  
ADDRESS

Dear Dr. XYZ:

I am pleased to grant you the status of Adjunct Research ASSISTANT/ASSOCIATE/FULL Professor in the Institute for Genomics, Biocomputing & Biotechnology at Mississippi State University, beginning on START DATE and ending on END DATE (with the possibility of renewal thereafter).

Although you will not be an employee of the university or receive any compensation, you will be given certain privileges at the university by virtue of this appointment. You are eligible to be granted access to the High Performance Computing Collaboratory (HPC<sup>2</sup>), internal user prices at the IGBB Service Center, and access to the Mitchell Memorial Library and other university facilities. You are also eligible to apply for a parking permit.

As an employee of the ABCD, it is likely that you will be ineligible to submit proposals to non-ABCD federal agencies except via your role as an adjunct faculty member, and, as discussed, it is anticipated that you will submit appropriate non-ABCD grant proposals and contracts through the IGBB. In this regard, the Institute will provide you access to our grants, contracts, and accounting support staff who can help you with proposal preparation and grants management. In return, the IGBB will collect HPC<sup>2</sup> retainage and overhead from resulting funded awards according to MSU Operating Policy 80.12. Moreover, we encourage you to think of IGBB staff/faculty partnerships when submitting ABCD proposals.

The Director of the IGBB will serve as your primary contact at Mississippi State University.

We look forward to having you as an adjunct scholar and the mutually beneficial results of your appointment.

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IGBB Director

Approved:

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MAFES Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
CVM Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assoc. VP for ORED

\_\_\_\_\_  
Date

C: Provost & Executive Vice President;  
Human Resources Management; Information Technology Services; HPC<sup>2</sup>