

How to Add an Emeritus as an Adjunct

Occasionally, emeriti are hired as adjuncts to either teach or perform research. If an emeritus is given an adjunct appointment, their record must be updated in the Faculty Information System (FIS) to reflect their appointment.

1. On the **Appointment** tab of the faculty record, enter the day the adjunct appointment is effective as the **Rank Appointment Date**.
2. Select one of the following from the **Appointment Status** drop-down menu in the **Current** and/or **Next Academic Year** columns.
 - a. Adjunct - Emeritus
 - b. Emeritus - Research
 - c. Emeritus - Teaching

All other information remains unchanged.

3. Click **Submit** to save the information.

	Current Academic Year: 2026-2027	Next Academic Year: 2027-2028
Record Status:	Emeritus	Emeritus
Academic Rank:	Professor Emeritus ▼	Professor Emeritus ▼
Location:	CSE ▼	CSE ▼
Track:	Tenured ▼	Tenured ▼
Appointment Status:	Adjunct - Emeritus ▼	Adjunct - Emeritus ▼
Academic Unit:	(EECS) Computer Engineering ▼	(EECS) Computer Engineering ▼
Division:	Select... ▼	Select... ▼
Honorific Title:		
Endowed Professorship:	Select... ▼	Select... ▼
Appointment Type:	Primary ▼	Primary ▼
Full Time/Part Time:	Full Time ▼	Full Time ▼
Appointment Remark:	Select... ▼	Select... ▼