

**Guidelines for Appointment/Reappointment/Advancement
Adjunct Professor Series (APM 280)**

This is written to provide procedural guidelines for those adjunct faculty appointments delegated to Academic Deans by the Executive Vice Chancellor and Provost as of July 1, 2009.

According to section 280 of the Academic Personnel Manual, appointment to the Adjunct Professor series requires duties in teaching, research and service (see attached). For appointments or reappointments we will adhere to the series specifications.

I. APPROVAL AUTHORITY

Appointments/Reappointments with Salary	Full, Associate and Assistant IV, V, VI	VPAP
Appointments/Reappointments with Salary	Assistant I, II, III	Dean
Appointments/Reappointments without (WOS) Salary	All levels	Dean
Appraisals, Promotions		VPAP
Merits, Deferrals		Dean
Exceptions to above policies*		VPAP*

*See APM 280-16-b-2(a) for Chancellor's approval authority that cannot be redelegated.

II. PROCEDURAL GUIDELINES

It is the department's (or originating unit's) responsibility to include an assessment of the suitability of the use of the Adjunct title in each appointment and reappointment review file. If the responsibilities for which the University is employing the individual do not involve all three required areas, teaching, research, and service, then the individual should be appointed to another academic title. A transfer to another title should be considered at anytime during the term of the appointment if the employee's duties cease to include one of the three defined areas. Recommendations for appointment must be based on a complete file (see Section III, Documentation Requirements).

Each college may develop its own procedures for implementation purposes in the Adjunct series as long as the procedures comply with UC and UCR policies and procedures.

Teaching Requirements

Teaching requirements may be satisfied by evidence of significant contributions to the graduate or undergraduate instructional program. When participation in teaching is less than one course a year, or the equivalent in terms of formal guidance of graduate students, the appointee is no longer eligible to hold an appointment in the Adjunct Professor series.

In the case of appointees whose primary responsibility is teaching, APM 280-16-a states that "it should be demonstrated clearly before appointment to the Adjunct Professor series that a 'teaching only title' such as Lecturer is not appropriate (e.g., a faculty member who also has clinical responsibilities). If, during an appointment in the Adjunct Professor series, research ceases to be part of the appointee's duties, the individual should be considered for transfer to another academic title." When the appointment is salaried, this language makes it clear that there must be a scholarly research or creative component to the appointee's UCR responsibilities. Non-salaried appointments would normally be accorded to a person whose main affiliation is with another institution or in private industry, but who has an ongoing identifiable research and service program which complements the faculty and enhances student education at UCR.

Compensation

Limits on State funding as outlined in APM 280-4-c and 280-16-b must be followed when considering an appointment to this series. As a minimum, one half of the funding for the base salary of an Adjunct appointment shall come from funds other than State funds (funds other than General funds: 19900 – 19999). A request for exception can only be approved by the Chancellor or designee* and should be sought prior to recommending the appointment.

Individuals appointed **with salary** to this series are compensated from the salary scales established for the Professorial ranks.

Initial appointments and reappointments in this series are conditional on programmatic need and the availability of funds, and each individual shall be notified to this effect at the time of appointment or reappointment.

Office of Record

Academic Personnel will remain the office of record for these delegated appointments. The original file must be sent to the Academic Personnel Office no later than four weeks after the offer has been accepted.

III. DOCUMENTATION REQUIREMENTS

Without Salary (WOS) Appointments and Reappointments

At a minimum, the following documents must be submitted to the Dean's office:

- Up-to-date CV or biosketch
- UCR biography form (for appointments only and reappointments)
- Departmental recommendation with faculty vote. College specific appointment forms in lieu of a department letter are acceptable.
- Teaching evaluations (if applicable)
- Extramural Letters (optional)

With Salary Appointments and Advancements

Procedures and policies concerning appointments and advancements within the ladder rank series will apply to these positions. The checklists for appointment and for advancement should be used when preparing cases. The procedures outlined in the CALL will be used for all advancements and the Hiring Toolkit for appointments. The normal periods of service at each step in this series coincide with those of the Professor series as described in APM - 220-18-b.

University of California Patent Policy

An employment package (for salaried or WOS appointments) must be completed, in particular, all adjunct faculty participating in research as employees or otherwise, with or without salary, shall execute a University of California Patent Policy (the "Policy") - http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/upay585.pdf, as a condition of receiving their adjunct faculty appointment. Notwithstanding the above, an individual acknowledges that he or she is bound by the University of California Patent Policy by accepting or continuing University employment or by using University resources, facilities or interacting with University faculty and staff. Failure to sign the Policy shall result in the appointment not being granted.

**See APM 280-16-b-2(a) for Chancellor's approval authority that cannot be redelegated.*