

## **Appointment and Promotion: APM - 280 - Adjunct Professor Series**

### **280-4 Definition**

- a. Titles in this series may be assigned (1) to individuals who are predominantly engaged in research or other creative work and who participate in teaching, or (2) to individuals who contribute primarily to teaching and have a limited responsibility for research or other creative work; these individuals may be professional practitioners of appropriate distinction. Appointees with titles in this series also engage in University and public service consistent with their assignments.
- b. Appointees may serve full-time, part-time, or at 0 percent time.
- c. Adjunct Professor titles are intended to be supported primarily by non-State funds. For purposes of this policy, non-State funds are all funds other than General funds (19900-19999).

### **280-8 Types of Appointments**

- a. Titles (and ranks) in this series are:
  - (1) Adjunct Instructor
  - (2) Assistant Adjunct Professor
  - (3) Associate Adjunct Professor
  - (4) Adjunct Professor
- b. An *appointment* (as distinguished from a promotion) occurs when a person is employed in one of the four ranks listed above, if the individual's immediately previous status was:
  - (1) not in the employ of the University; or
  - (2) in the employ of the University but not with a title in this series.

A *transfer* is a type of new appointment for an individual whose last appointment was in a University of California title, usually a faculty title. Regular academic review is required. A competitive affirmative action search may not be required. For example, a transfer may occur because an individual's duties change. On some campuses, a transfer is called a "change of series." See APM - 280-16-d.

- c. A *promotion* is an advancement from one rank to a higher rank within this series, usually the next rank as listed above.

- d. A *merit increase* is an advancement in salary step or to an above-scale salary rate without change of rank. See [APM - 615](#).
- e. The term *reappointment* is used for the renewal of an appointment immediately following the ending date of the previous appointment in this series. If there is a break in service, then it is an appointment, not a reappointment. A reappointment may or may not be accompanied by a promotion or a merit increase.

### **280-10 Criteria**

A candidate for appointment or advancement in this series shall be judged by the four criteria specified below. Evaluation of the candidate with respect to these criteria shall take appropriately into account the nature of the University assignment of duties and responsibilities and shall adjust accordingly the emphasis to be placed on each of the criteria. For example, a candidate may have a heavy workload in research and a relatively light workload in teaching.

The four criteria are:

- a. Teaching
- b. Research and creative work
- c. Professional competence and activity
- d. University and public service

The Chancellor, with the advice of the Senate, may publish standards of performance for appointment and promotion for the Adjunct Professor series.

### **280-16 Restrictions**

- a. When participation in teaching is less than one course a year (or equivalent), the appointee should be considered for transfer to another academic title.

Professional Researchers who teach less than one course a year, or equivalent, on a regular basis should hold a Lecturer title in conjunction with the research title. Individuals who are primarily researchers and who teach regularly at least one course a year (or equivalent) should be appointed in the Adjunct Professor series for their whole appointment. Clinical teaching may satisfy the teaching requirement.

For appointments in which teaching is the main activity, 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.

b. Limits on State Funding:

- (1) Appointments are designed to be supported primarily by non-State funds. See APM - 280-4-c.

As a minimum, one half of the funding for the base salary of an Adjunct appointment shall come from funds other than State funds. For example, for a half-time appointment (50 percent time), one half of that appointment must be non-State funded; (e.g., 25 percent time may be State funded, 25 percent time must be non-State funded). For definition of non-State funds, see APM - 280-4-c.

Even when an individual holds the Adjunct title in conjunction with another University title that may be entirely supported by non-State funds, one half of the Adjunct appointment shall be supported by non-State funds.

- (2) Exceptions

- (a) For appointments at more than 50 percent time:

Under justifying circumstances, the Chancellor is authorized to fund more than 50 percent of the base salary of the appointment from State funds for a period normally not to exceed two years. This authority of the Chancellor may not be redelegated. See below for maximum limits on State funding.

When an appointment in any title in this series is supported by State funds for more than 50 percent time (0.5 FTE), the total period of such appointment, either alone or in combination with appointments in the Professor in Residence series and the Professor of Clinical (e.g., *Medicine*) series supported by State funds for more than 50 percent time, shall not exceed eight years. In other words, there is a cumulative eight-year limit on State funding in the Adjunct Professor series, the Professor in Residence series, and the Professor of Clinical (e.g., *Medicine*) series.

- (b) For appointments at 50 percent time or less:

Under justifying circumstances, the Chancellor is authorized to allow Adjunct appointments at half-time or less to be State funded for more than half the appointment. These appointments may be fully State funded. Under this exception, appointments shall be made only with a specific ending date for a one- or two-year term. There is no limit on the total number of years an individual may hold a series of such appointments.

- (3) Within the provision on funding, the Chancellor may develop guidelines on the appropriate use of State and non-State funding.

c. Limitation of Service:

Regardless of the funding source, there is an eight-year limitation of service for an appointee who holds the Assistant Adjunct Professor title at more than 50 percent time, either in that title alone or when combined with those titles listed in APM - 133-0-c. In computing time for the Adjunct title, only those quarters or semesters at more than 50 percent time will count. Service at associated and affiliated hospitals at more than 50 percent time counts, even when the individual is 0 percent for University payroll purposes.

The Chancellor may grant exceptions to the eight-year limitation of service.

d. Transfer of appointees to other titles:

An appointee with a title in the Adjunct Professor series may be appointed to the Professor series, the Professor in Residence series, and the Professor of Clinical (e.g., *Medicine*) series only following a competitive affirmative action search and review by the appropriate Senate committee. Under special circumstances, the Chancellor may grant an exception to the search requirement.

### 280-17 Terms of Service

- a. An appointment to the title of Adjunct Instructor or Assistant Adjunct Professor shall be made with a specified ending date. The appointee shall be advised by letter and/or on the appropriate campus approval document that the appointment is for a specific period and that the appointment *ipso facto* ends at the specified date. Termination prior to the specified ending date of an appointment may be only for good cause and is subject to the provisions of Standing Order 103.9. See APM - 280-20-c.

- (1) Adjunct Instructor

An initial appointment is limited to a one-year term. The appointment may be made for a shorter term. Reappointment for one additional term of not more than one year may be approved. Total University service as an Adjunct Instructor may not exceed two years.

- (2) Assistant Adjunct Professor

Each appointment and reappointment is limited to a maximum term of two years. The appointment may be made for a shorter term.

- b. An appointment to the title of Associate Adjunct Professor or Adjunct Professor may be made in two ways:

**(1) With a specific ending date**

For an Associate Adjunct Professor (Steps I, II, III), each appointment is limited to a maximum term of two years. For an Associate Adjunct Professor (Steps IV and V) and for an Adjunct Professor, each appointment period is limited to a maximum term of three years. These appointments may be made for a shorter term.

The appointee shall be advised by letter and/or on the appropriate campus approval document that the appointment is for a specified period and that the appointment ipso facto ends at the specified date.

Termination prior to the specified ending date of an appointment may be only for good cause and is subject to the provisions of Standing Order 103.9. See APM - 280-20-c.

**(2) With no specific ending date**

It is recommended that such appointments be made only when there is a reasonable expectation of long-term funding.

The appointee shall be advised by letter and/or on the appropriate campus approval document that the appointment does not carry either tenure or security of employment.

For provisions concerning termination, see APM - 280-20-c.

- c. Rules concerning effective dates of appointments are stipulated in

[APM - 200-17](#), except that an appointment period normally will coincide with the University's fiscal year of July 1 through June 30. The effective date of a promotion or merit increase is normally July 1. However, exceptions may be approved by the Chancellor, subject to the provisions of [APM - 280-24-a\(6\)](#) and (7).

**280-18 Salary**

- a. Appointments to titles in this series may be made with or without salary. For appointments with salary, the academic salary scales for the regular Professor series shall apply, subject to the terms of the compensation plan.
- b. 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](#).

**280-20 Conditions of Employment**

- a. Appointees in this series are not members of the Academic Senate.
- b. Neither tenure nor security of employment is acquired by appointment to a title in this series.

c. Expiration of an appointment, layoff, and termination.

(1) Appointments with specific ending dates are subject to the following policies:

- (a) An appointment to a title in this series with a specified ending date expires by its own terms on that date, and additional notice of the ending of the appointment is not required.

However, in cases when an appointment has been renewed at least once and if the funding sources and campus procedures permit, it is desirable (but not required) that a reasonable period of notice be given.

The Chancellor shall establish procedures for the review of cases when an appointee with between 1 and 2 years of service is given less than 30 days' notice, and when an appointee with more than 2 years of service is given less than 60 days' notice. The Chancellor may establish procedures that include notice periods greater than those mentioned above.

- (b) Termination prior to the specific ending date:

Termination prior to the specific ending date shall be only for good cause and is subject to the provisions of [Standing Order 103.9](#).

(2) Appointments with no specific ending date are subject to the following policies:

- (a) Establishment of a specific ending date:

Except in instances of resignation, retirement, or death, written notice by the Chancellor serves to establish a specific ending date.

When an appointment in this series ends, because of lack of work, lack of funds, or programmatic change, the provisions of [APM - 145](#), Layoffs—Non-Senate Academic Appointees, shall apply.

Termination for unsatisfactory performance shall occur only after appropriate academic review.

For dismissal because of misconduct, the Faculty Code of Conduct ([APM - 015](#)) applies.

- (b) Written notice of a specific ending date:

The Chancellor shall provide the appointee with written notice of termination. If the funding source will permit, it is desirable that the written notice of termination take effect on June 30 of the next academic year and, as a minimum, not less than 30 days after notification. If the funding source for the appointment

will not permit 30 days' notice, the University shall provide a minimum of 30 days' notice and, if necessary, use State funds for that period. (See APM - 280-4-c.) Appropriate pay in lieu of notice may be given.

- (c) Once a specific ending date has been established, appointments are subject to the provisions of Standing Order 103.9; termination before the specific ending date shall be made only for good cause and after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate.
- d. The Faculty Code of Conduct ([APM - 015](#)) applies to all appointees in this series. The Chancellor may develop procedures for the application of the Faculty Code of Conduct.
- e. An appointee with a title in this series is eligible for leave with pay under APM - 758 when the leave is in the interest of the University and to the extent that provision is available in the fund source(s) from which the salary is paid.

If the leave is approved, and the base salary of the appointee is supported wholly or partially by State funds, then the leave will be supported by State funds in the same percentage of time. (See APM - 280-4-c.) Each Chancellor shall establish campus procedures to provide for the administration of a leave program.

Appointees are not eligible for sabbatical leave ([APM - 740](#)).

- f. The provisions of [APM - 140](#) concerning appeals of non-Senate academic appointees shall be applicable for appointees with titles in this series.

#### **280-24 Authority**

Authority to approve appointments, reappointments, merit increases, promotions, and terminations in this series, following appropriate review and subject to the restrictions in APM - 280-16 and 280-17, rests with the Chancellor except as noted in (a) below.

- a. **Adjunct Professor at an above-scale salary:**

The Chancellor has authority to approve above-scale salaries up to and including the Regental compensation threshold. For salaries beyond the Regental compensation threshold, authority rests with The Regents on recommendation of the President, after appropriate review and as prescribed

in Section 101.2(a)(1) of the Standing Orders of The Regents. (See also APM - 280-85.)

- b. An initial appointment or subsequent reappointment of any person after retirement may be made on a year-to-year basis and with specific approval of the Chancellor.
- c. The Chancellor's authority as stipulated above extends to the approval of promotions and merit increases having effective dates other than July 1.
- d. The Chancellor's authority as set forth above also extends to the retroactive approval of appointments, promotions, and merit increases (that is, with the beginning date of service prior to the date of actual approval).

### **280-80 Review Procedures**

The general provisions of [APM - 220-80](#) apply to appointees in this series.

The general provisions of [APM - 220-80](#) apply here. In addition:

- a. Final decisions on appointment or reappointment are made by the Chancellor.
- b. The Chancellor shall give written notification to the candidate of the final decision to appoint or reappoint as an Adjunct Instructor. The ending date of an appointment or reappointment shall be shown clearly on the appropriate campus approval document that effects the action.
- c. The Chancellor shall inform the Adjunct Instructor in writing of the nature and conditions of the appointment or reappointment.

280-82 through 85 – The following subsections on review procedures apply to an individual who may be a candidate for promotion. The Chancellor, with the advice of the Senate, may develop other, more streamlined procedures for short-term appointees.

### **280-82 Procedure for Appointment or Reappointment to the Rank of Assistant Adjunct Professor**

The general provisions of [APM - 220-80](#) apply here. In addition:

- a. The Committee on Academic Personnel shall be consulted in these cases, unless the Chancellor and the Committee on Academic Personnel have explicitly agreed to waive Committee on Academic Personnel review. A review committee shall be appointed if the Chancellor or the Committee on Academic Personnel requests it. On the basis of the recommendations, the evidence provided, and any additional information obtained, the review committee shall prepare and submit its comments and recommendation to the Chancellor.



- b. The final decision is made by the Chancellor. The Chancellor shall give written notification to the candidate of the final decision concerning the candidate's appointment or reappointment. The ending date of an appointment or reappointment shall be shown clearly on the appropriate campus approval document that effects the action.
- c. The Chancellor shall inform the Assistant Adjunct Professor in writing of the nature and conditions of the appointment or reappointment.

**280-83 Procedure for the Formal Appraisal of an Assistant Adjunct Professor Who May Be a Candidate for Promotion**

Formal appraisals of Assistant Adjunct Professors shall be made in order to arrive at preliminary assessments of the prospects of candidates for promotion as well as to identify appointees whose records of performance and advancement are below the level of excellence desired for continued membership in the faculty.

The general provisions of [APM - 220-80](#) apply here. In addition:

- a. Normally each Assistant Adjunct Professor shall be appraised well in advance of possible promotion (usually 2 1/2 years before the anticipated effective date of the promotion). A case of initial appointment from outside the University, with anticipation of promotion within two or three years after appointment, would call for an exception to the general rule. Each Assistant Adjunct Professor shall be appraised no later than the first half of the appointee's sixth year of service in the University with the title Assistant Adjunct Professor or with this title in combination with the titles listed in [APM - 133-0-c](#). Earlier appraisals are permissible. Subject to these guidelines and restrictions, each Chancellor shall establish general schedules and rules for the timing of formal appraisals on the respective campus.

No formal appraisal is required if, prior to the normal occurrence of an appraisal, the Assistant Adjunct Professor is being recommended for promotion to take effect within a year, has given written notice of resignation, or has been given written notice of non-reappointment or terminal appointment.

- b. Except in situations in which the Chancellor and the Committee on Academic Personnel have explicitly agreed to waive Committee on Academic Personnel review, the Committee on Academic Personnel shall be consulted in appraisals.

An *ad hoc* review committee shall be appointed if the Chancellor or the Committee on Academic Personnel so determines. On the basis of its study of all available information, the review committee shall submit a report to the Chancellor stating whether there is evidence of achievement and promise sufficient to justify the Assistant Adjunct Professor's continued candidacy for eventual promotion. If the review committee finds that the evidence does not justify the continued candidacy, it shall recommend non-reappointment or terminal appointment consistent with the limitations of service, specified in [APM - 133-0](#) and [APM - 280-16-c](#). The

report of the *ad hoc* review committee then shall be considered by the Committee on Academic Personnel and the Chancellor. See [APM - 220-80-g](#).

- c. The Chancellor shall make the final determination concerning the outcome of an appraisal, taking into account all the available evidence and the recommendations made in the course of the appraisal.
- d. The Chancellor shall inform the chair, through the Dean or Provost, of any decision and of any information or advice resulting from the appraisal that the Chancellor may think helpful to the chair or the appointee.

#### **280-84 Procedure for Non-Reappointment for Academic Reasons of an Assistant Adjunct Professor Who Is a Candidate for Promotion**

This section applies only to those appointees who, because of the eight-year limitation of service, will be either promoted or terminated. For the question of termination for poor performance for other appointees, see [APM - 280-20-c](#).

The general provisions of [APM - 220-80](#) apply here. In addition:

- a. If a proposal not to reappoint an Assistant Adjunct Professor is a result of a departmental review during consideration of reappointment, the case shall be reviewed in accordance with the provisions of [APM - 280-82](#).
- b. During a review of a formal appraisal, or consideration of reappointment or promotion of an Assistant Adjunct Professor, if the Academic Vice Chancellor's (or designee's) preliminary assessment is to make a terminal appointment, is not to reappoint or promote, or is contrary to the departmental recommendation, the department chair and the candidate shall be notified of this in writing by the Academic Vice Chancellor. The candidate also shall be notified of the opportunity to request access to the records placed in the personnel review file subsequent to the departmental review in accordance with [APM - 160-20-c](#). When the candidate is provided copies of such records, the department chair also shall be provided with copies of the extradepartmental records. The candidate and the chair, after appropriate consultation within the department, shall then have the opportunity to respond in writing and to provide additional information and documentation. The candidate may respond either through the department chair or directly to the Academic Vice Chancellor. The personnel review file, as augmented by the added material, shall then be considered in any stage of the review process as designated by the Academic Vice Chancellor before a final decision by the Chancellor is reached. The Chancellor's final decision to make a terminal appointment, or not to reappoint or promote, shall not be made without the appropriate preliminary assessment notification process and opportunity to respond being provided to the candidate as specified herein.
- c. The Chancellor is responsible for a decision not to reappoint or to make a terminal appointment of an Assistant Adjunct Professor. The Chancellor shall, through the Dean or Provost, inform the

chair of a decision not to reappoint. The Chancellor shall provide a written statement to the individual advising of the outcome of the personnel review. The written statement shall be given to the individual before the specified ending date, whenever possible. The appointment, however, will expire on the specified ending date, regardless of when the statement is given to the individual. Provisions regarding notice requirements are specified in APM - 280-20-c.

- d. Each Chancellor is authorized to establish guidelines for responding to requests for written statements of reasons for non-reappointment subject to these conditions:
  - (1) an appointee shall make the request in writing; and
  - (2) when a written response is provided, it shall be given by the Chancellor.

**280-85 Procedure for Appointment or Promotion to the Rank of Associate Adjunct Professor or Adjunct Professor**

The general provisions of [APM - 220-80](#) apply here. In addition:

- a. With a recommendation for promotion, the following information shall be included in the chair's detailed statement:
  - (1) the nature and extent of the faculty member's responsibilities in teaching and in supervision of individual students over a specified period of years;
  - (2) the nature and extent of the faculty member's research, professional competence and activity, University and public service; and
  - (3) current biographical and bibliographical information.
- b. An *ad hoc* committee shall be appointed in accordance with the provisions of [APM - 220-80-g](#), and it shall carry out its duties as specified therein.
- c. The Chancellor shall make the decision as to appropriate action on the basis of the accumulated evidence and recommendations and in accordance with the provisions of [APM - 220-80-g, -h, -i, -j](#).
- d. The Chancellor is authorized to approve above-scale salaries up to and including the Regental compensation threshold.

In a case involving initial appointment or advancement to above-scale salary beyond the Regental compensation threshold (see Section 101.2(a)(1) of the Standing Orders of The Regents), if the Chancellor supports the appointment or advancement, the recommendation shall be sent to the President, with supporting material. If the President endorses the proposal, the President will forward the proposal to The Regents. Upon Regental approval, the President will notify the Chancellor of The Regents' action and the Chancellor will notify the appointee.

**280-96 Reports**

See [APM - 200-96](#).

**Revision History**

September 23, 2020:

- Technical revision to remove gendered language and to correct minor grammatical errors.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).