



# UC San Diego

## Policy & Procedure Manual

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### PERSONNEL-ACADEMIC

#### Section: 230-255

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## APPOINTMENT AND PROMOTION NON-SALARY INSTRUCTIONAL POSITIONS

### PPM 230-255-4 Definitions

Occasionally, eminent scholars and scientists, either already appointed at UC San Diego or not affiliated with the University, are appointed to non-salaried instructional titles (e.g., non-salaried Lecturer or Adjunct Professor) to assist in the teaching of undergraduate and graduate students. Non-salaried instructional appointees do not assume full responsibility for a course. The series assigned to such appointees should be determined by the degree of teaching involvement as described in policy (See, PPM 230-230, Visiting Appointments; PPM 230-235, Acting Appointments; and PPM 230-280, Adjunct Professor Series.)

When a research appointee whose full-time salary is administered by the University participates in an instructional program, they must be appointed in a salaried instructional title for formal instruction and/or significant participation. Appointees also may be appointed to and perform services under a non-salaried instructional title. For example, a non-salaried instructional title may be accorded for an occasional lecture or seminar dealing with the research being sponsored by the funding agency and is required for a researcher to supervise a doctoral thesis, provided the thesis is appropriate to the investigator's line of research.

Department chairs must ensure that the use of non-salaried instructional appointees is not abused. The departmental recommendation letter should clearly outline the type and amount of teaching the candidate will do, as well as the effectiveness of their teaching in any previous period of appointment.

### PPM 230-255-10 Types

- a. Non-salaried instructional titles for individuals funded from sources not administered by the University (e.g., Salk Institute appointees)
- b. Non-salaried instructional titles for individuals whose full time salaries are administered by the University

### PPM 230-255-16 Restrictions

For non-salaried instructional titles for individuals whose full time salaries are administered by the University:

- a. If an appointee is paid under another title from a federal contract or grant and participates in the instructional program under a non-salaried instructional title, the department chair must assure compliance with the University's contractual agreement with the funding agency.
- b. Under no circumstances should appointees paid entirely from federal funds be permitted to be officers of instruction in regularly scheduled courses, unless they are paid from non-federal funds for the proportion of time spent on teaching. In such cases, the appointee should be appointed to a salaried instructional title and paid for the proportion of time spent on teaching. Their salaried

appointment will be reduced accordingly so that the total percentage does not exceed 100%. The occasional lecture or seminar, dealing with the research and creative activity being sponsored, is considered part of the normal research and creative process and should be encouraged.

- c. A federally funded appointee may supervise a doctoral thesis occasionally, provided the research topic is appropriate to the investigator's line of research. Such supervision is contingent upon the approval of the department chair and the subsequent administrative approval of an appropriate instructional title for the investigator. In such cases, departments should consult the Office of Research Affairs to determine the necessity of a non-salaried lecturer appointment in order for an appointee to qualify to serve on a thesis committee.
- d. It is appropriate for research personnel totally funded from federal sources to supervise the activities of Research Assistants or other students if the supervision is directly connected with the objectives of the contract.

#### **PPM 230-255-17 Terms of Service**

- a. Non-salaried instructional titles

For individuals funded from sources not administered by the University (e.g., Salk Institute appointees), an appointment may be made for a period of two or three years, depending on the appointee's rank (e.g., two years for the Assistant rank).

Appointment files should include the same documentation required for salaried appointees in the title or series.

- b. Non-salaried instructional titles for individuals whose full time salaries are administered by the University:

An appointment may be made for two to three years, corresponding to the appointment period in the appointee's salaried title. In such instances, only one academic review file should be submitted for both the appointment in the non-salaried instructional title and the recommendation for action in the salaried title. The departmental recommendation letter must evaluate the service in each area and clearly outline the type and amount of teaching the appointee will do.

#### **PPM 230-255-24 Authority**

No appointment, reappointment or academic review action is final until there has been an academic review and the individual with final authority has approved the action.

The UC San Diego [Authority and Review Chart](#) sets forth the individual(s) and/or committees responsible for review, as well as the final authority for approval.

#### **PPM 230-255-80 Procedures**

Procedural guidelines are available in the [Academic Personnel Process Manual](#).

#### **REVISION HISTORY**

July 01, 2017	This policy was made effective.
April 19, 2018	Minor technical edits to update names and policy hyperlinks.
March 31, 2020	Technical edits to remove gendered language.