TERMINATION OF APPOINTMENT FOR THE
ADJUNCT PROFESSOR SERIES

I. REFERENCES AND RELATED POLICIES

A. Academic Personnel Manual (APM)
   280 Appointment and Promotion: Adjunct Professor

B. UCSD Policy and Procedure Manual (PPM)
   230-7 Layoff Policy for Non-Senate Academic Appointees
   230-20 Procedures for Appointment of Academic Personnel
   230-28 Procedures and Schedules for Academic Appraisals, Advancements, and Reappointments

C. Standing Orders of The Regents
   103.9 Special Provisions Concerning Officers, Faculty Members, and Employees of the University: Tenure

II. POLICY

A. Assistant Adjunct Professors

   Assistant Adjunct Professors shall be appointed to two-year terms with the same basis for non-reappointment as ladder rank faculty, including failure to be promoted to Associate Adjunct Professor by the end of the eighth year of service.

   Exceptions may be made to allow appointments for a shorter term when funding is not assured for a two-year period.

B. Associate Adjunct Professors and Adjunct Professors

   Associate Adjunct Professors and Adjunct Professors shall be appointed to terms commensurate with the availability of funding. Those appointees with Medical School Clinical Compensation Plan or Veterans' Administration as the principal funding source may be given an indefinite appointment, "subject to the availability of funds."

III. PROCEDURES

A. Academic Reasons
The decision to terminate must be preceded by a full academic review. When appointees in the series are not reappointed for academic reasons, the minimum period of notice shall be as set forth in the Academic Personnel Manual, Section 220-20-c-1-3. This section provides that those faculty who will have more than two years of service by the end of the current appointment shall be given twelve (12) months notice. Those who will have at least one year of service and not more than two years service at the end of the current appointment shall be given six (6) months notice, and those who will have less than one year of service at the end of the current appointment, shall be given four (4) months notice.

B. Lack of Funds

Appointees in the Adjunct Series may be terminated for lack of funds, specifically the funds that provide salary support to the appointee. Before initiating a termination proposal, the Chair shall inform the department faculty and make reasonable efforts to find other suitable employment for the appointee within the University.

The Chair must submit, via the Dean of the School of Medicine, to the Vice Chancellor-Academic Affairs, documentation of the fiscal circumstances that have resulted in the recommendation to terminate the appointment.

The file will be submitted to the Committee on Academic Personnel for its review and recommendation. If the proposed termination is approved, the Vice Chancellor-Academic Affairs shall then give the appointee notice of the termination which may have an effective date no fewer than ninety (90) days after this written notification.

The termination proposal shall include the following:

1. Name of the appointee, rank, step and months of service.
2. Statement of the specific conditions necessitating the termination; i.e., an explanation of why there is a lack of funds.
3. Names of other employees in the Department within the same title who are supported from the same funding source.
4. Justification of the order of layoff.

C. Programmatic Reasons

When proposing to terminate an appointee in the Adjunct Series for programmatic reasons, the Chair must submit, via the Dean of the School of Medicine to the Vice Chancellor-Academic Affairs, justification for the programmatic change. There must be documentation of consultation with the departmental faculty, including a vote on the decision to terminate by those faculty whose eligibility to vote has been established in accord with Academic Senate Bylaw 188. The file will be submitted to the Committee on Academic Personnel for its review and recommendation. The Committee on Academic Personnel shall determine whether review by other committees of the Academic Senate is necessary. If the proposed termination is approved, the Vice Chancellor-Academic Affairs shall then give the appointee written notice of the termination which may have an effective date no fewer than ninety (90) days after this written notification.
D. ** Preferential Status For Reappointment**

See PPM 230-7, IV, F.

E. **Appeal**

Standing Order of the Regents 103.9 applies to appointees in this series.