



# UC San Diego

## Policy & Procedure Manual

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### PERSONNEL-ACADEMIC

#### Section: 230-280

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### APPOINTMENT AND PROMOTION ADJUNCT PROFESSOR SERIES

PPM 230-280, Adjunct Professor Series, relates to matters subject to [Academic Personnel Manual \(APM\) Section 280](#), Adjunct Professor Series. For reference, subsections of PPM 230-280 include citations to associated subsections of the APM; in all cases, the APM is operative where referenced.

#### PPM 230-280-4 Definition

PPM 230-280-4. a

Titles in the Adjunct Professor series are assigned to academically qualified research or other creative personnel who contribute meaningfully to teaching either in formal courses or in guidance of graduate students.

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.

APM 280-4. b

APM 280-4. c

#### PPM 230-280-8 Types of Appointments

APM 280-8

#### PPM 230-280-10 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 relative distribution of responsibilities among the four criteria may differ but must be clearly defined for each individual at the time of appointment. The departmental recommendation letter must document how the candidate will fulfill all criteria for appointment in this series.

The four criteria are:

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

For appointments in which research is the primary activity, the candidate need not teach a formal

course, however meaningful contributions to the graduate or undergraduate instructional program are required and the candidate's expected contributions in this area must be clearly articulated at the time of appointment. Clinical teaching may also satisfy the teaching requirement.

Flexibility is expected to be exercised in judging the character of research and creative work.

The productivity rate expected for advancement and promotion is proportionate to the percentage of appointment, and the relative distribution of responsibilities among the four review criteria as defined for the individual at the time of appointment.

For Adjunct Professors whose appointments are primarily based on their professional distinction, the continuing value of their professional distinction to the University's teaching mission may be considered in the evaluation of an appointee's research and creative work.

In the Health Sciences, faculty at the Associate rank or above who have clinical responsibilities should be certified by one of the medical specialty boards or demonstrate equivalent achievement and recognition.

### **PPM 230-280-16 Restrictions**

PPM 230-280-16. a

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 and/or creative work cease to be a part of the appointee's duties, the individual should be considered for transfer to an instruction-only title.

Similarly, if meaningful contributions to instructional responsibilities cease to be part of the appointee's duties, the individual should be considered for transfer to a research-only title. Clinical teaching may satisfy the teaching requirement.

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.

APM 280-16. b

APM 280-16. c

APM 280-16. d

### **PPM 230-280-17 Terms of Service**

PPM 230-280-17. 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.

PPM 230-280-17. b

An appointment or reappointment to the title of Associate Adjunct Professor or Adjunct Professor should be proposed with a specified 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.

Appointment or reappointment with no specified ending date (indefinite) may only be made when there is a reasonable expectation of long-term funding. If the appointment is indefinite, academic review of the appointee must be conducted on a biennial or triennial basis corresponding to normal periods of service for the rank and step. Non-salaried appointments and reappointments in the Adjunct series must be made with a specified ending date.

PPM 230-280-17. 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).

### **PPM 230-280-18 Salary**

APM 280-18

### **PPM 230-280-20 Conditions of Employment**

APM 280-20

### **PPM 230-280-24 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 230-280.80 Review Procedures**

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

### **PPM 230-280-81 Procedures for Appointment and Reappointment of an Adjunct Instructor**

APM 280-81

**PPM 230-280-82 Procedures for Appointment or Reappointment to the Rank of Assistant Adjunct Professor**

The general rules of APM 280-80 apply here. In addition:

APM 280-82. a  
APM 280-82. b  
APM 280-82. c

PPM 230-280-82. d

a. Reappointment/Merit Review

When a non-Senate appointee is scheduled for reappointment/merit review, the department should first determine whether reappointment is warranted. If the department does not wish to reappoint, then in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.

If reappointment is warranted, the department must prepare a reappointment/merit review file with one of the following recommendations:

1. *Reappointment with Merit Advancement*

If an appointee's performance is satisfactory, the department may recommend a two-year reappointment with merit advancement.

2. *Reappointment without Merit Advancement*

If an appointee's performance does not justify merit advancement, the department may recommend a two-year reappointment with no merit advancement.

b. Final Reappointment/Merit Review

The third reappointment/merit review of an assistant-rank appointee normally occurs in the sixth year of appointment. Absent an extension of the probationary period or a prior deferral of an academic review, an appointee's third merit/reappointment review is the appointee's final merit/reappointment review at the assistant rank.

Three outcomes are possible in the final merit/reappointment review, and the eligible faculty must vote on the proposed action.

1. *Promotion is Recommended*

If the department is convinced that an appointee's record meets or exceeds the University's expectations for promotion, the department may vote to recommend promotion to the Associate or Full level, effective the following July 1.

2. *Postponement of Promotion Review is Recommended*

If the department believes there is significant work in progress that cannot be completed in time to justify promotion, but which should be completed prior to the promotion review and, when completed, would likely suffice for promotion, the department may propose postponement of the promotion review.

The department must demonstrate that the appointee's academic record is strong and that they are making active and timely progress on substantial work that:

- should be completed prior to the promotion review (the anticipated completion date must be indicated); and

- would likely suffice for promotion.

If the department proposes postponement of the promotion review, a reappointment file (recommending a two-year reappointment with or without merit advancement) must be submitted in accordance with the campus deadline for submission of reappointment and merit advancement files.

### 3. *Non-reappointment*

If the department believes that an appointee's overall career achievements do not justify promotion, and that a postponement of the promotion review is not warranted, no promotion file is prepared and the appointee will not be reappointed. In accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date. In cases of non-reappointment, the department chair should consult with the dean.

If promotion is proposed and denied, or if the department does not propose promotion and/or reappointment, in accordance with APM 137, Non-Senate Appointees/Term Appointment, the appointment will expire on the established ending date.

### 4. *Notice of Non-Reappointment*

Although notice of non-reappointment is not normally required, the department should provide written notice of non-reappointment whenever possible.

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

## **PPM 230-280-83 Procedures for the Formal Appraisal of an Assistant Adjunct Professor Who May Be a Candidate for Promotion**

A salaried assistant-rank appointee in the Adjunct Professor series must receive an appraisal, which is a formal evaluation of achievements and progress toward promotion. The appraisal also identifies appointees whose records of performance and achievement are below the level of excellence expected for academic appointees.

Departments may conduct appraisals for appointees in other non-Senate series if the department believes such an assessment would be valuable to the department and/or appointee.

The general rules of APM 220-80 apply here. In addition:

a.1. The appraisal is conducted in an appointee's fourth year of service at the Assistant rank (and is combined with the second reappointment/merit review), except when an extension of the probationary period has been granted. If the appraisal is not combined with a reappointment/merit review, the appraisal must be presented in a separate academic review file.

No formal appraisal is required if, prior to the normal occurrence of an appraisal, the Assistant 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.

a.2. The following factors should be evaluated, if appropriate for the series when conducting an appraisal:

- Published research and other completed creative activity, and potential for continued research and creative activity.
- teaching effectiveness at the undergraduate and graduate levels
- Departmental, University and community service contributions.
- Expertise and achievement in clinical activities, if applicable
- An appointee's self-evaluation (if any)

a.3. Appraisal Vote

An appraisal vote is not required for non-Senate appointees; however, departments and/or divisions may choose to establish voting procedures for non-Senate appraisals.

A department may form a departmental ad hoc committee in order to assess the appointee's achievements and activities.

The departmental recommendation letter should discuss the nature and extent of department consultation on the appraisal, as well as the result of a vote, if taken.

If, as a result of the appraisal process, the department wishes to recommend promotion to the Associate or Full rank, the department must conduct a promotion review and solicit letters from external referees.

APM 280-83.b

APM 280-83.c

APM 280-83.d

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

**PPM 230-280-84 Procedures for Non-Reappointment for Academic Reasons of an Assistant Adjunct Professor Who Is a Candidate for Promotion**

APM 280-84

**PPM 230-280-85 Procedures for Appointment or Promotion to the Rank of Associate Adjunct Professor or Adjunct Professor**

APM 280-85

**REVISION HISTORY**

July 01, 2017	This policy was made effective.
March 6, 2018	Minor technical edits to update names and policy hyperlinks.
March 31, 2020	Technical edits to remove gendered language.