

## UC Davis Academic Personnel Manual

### Appointment and Promotion

#### Section UCD-280, Adjunct Professor Series

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Responsible Department: Academic Affairs

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#### 280-10 Criteria

- a. Appointment to this title requires research or other scholarly or creative activities, service and meaningful participation in teaching that is assessed through student evaluations, or when unavailable, peer evaluations. For this reason, Academic Senate review of these non-Senate appointees is necessary (see Section APM-280-82.)
- b. The balance of expected teaching, research, and service may vary among appointees in the Adjunct Professor series. An appointment that is intended primarily for teaching, and in which there will be little or no expectation for research, should be made to the Unit 18 Lecturer series. Similarly, an appointment for which research activity is the principal responsibility, but in which no regular teaching is anticipated, should be made to the Professional Research series (see Section APM-280-16).
- c. At the UC Davis campus, some adjunct professors primarily hold government appointments (e.g., USDA) that prohibit them from serving as instructor of record or assigning grades to students. In such cases, these faculty can fulfill their teaching and mentoring responsibilities through alternative ways, such as guest lectures, mentoring students, and serving on thesis committees.
- d. Appointments to the Adjunct Professor series, including without salary appointments, should only be proposed when a clear set of responsibilities and expectations has been established in all areas of review criteria.
- e. The department and the dean's letters of appointment to this series, including when the appointments are without salary, must stipulate the percentage of duties and responsibilities assigned in teaching, contributions to the scholarly and/or creative mission of the University, and University and public service. The department letter of evaluation for all subsequent merit and promotion reviews of the candidate must include the percentage of duties and responsibilities and shall be based upon the candidate's specific assignment consistent with Section APM-280.

#### 280-17 Terms of Service

- a. All appointments to this series, including without salary, regardless of rank, must carry a specific ending date. Assistant Adjunct Professors are limited by the eight-year rule (see Section APM-280-16-c).
- b. Reappointment is based on satisfactory performance according to the criteria and based on available funding, if applicable.

#### 280-20 Conditions of Employment

- a. The procedures for notice of non-reappointment contained in APM 280-20.c.(1)(a) are applicable. Adjunct professors who have been reappointed at least once and who have served

in the Adjunct Professor series for 1-2 years shall be given 30 days of advance notice of non-reappointment. Those who have been reappointed at least once and have served more than two years shall be given 60 days of advance notice of non-reappointment. APM 137 (Non-Senate Academic Appointees/Term Appointees) does not apply to the Adjunct Professor Series.

- b. APM 145 (Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time) has limited applicability to the Adjunct Professor Series. For Adjunct professors, APM 145 and APM UCD 145 apply in the event of an involuntary reduction in time. However, a full layoff is addressed in the Adjunct Professor series policy, APM 280, which includes a reference to Standing Order 103.9 (see APM 280-17).