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## **3021: GENERAL GUIDELINES**

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In many ways the Adjunct Professor series parallels the Professor series. While the Adjunct title does not confer Senate membership, this campus-affiliated faculty is expected to adhere to UC Merced's rigorous standards of scholarship, making significant contributions to its research and teaching endeavors. Academic personnel policy and procedures for the Adjunct title generally mimic those for the Professor title. Distinctions are described in this section but, when appropriate, a reader is referred to **MAPP Chapter 2** (Professor Series).

### **A. RANKS & CRITERIA**

Appointments in this series are made to individuals who are affiliated with UC Merced through their participation in the campus' research and teaching activities. Appointees may be predominantly engaged in research or in teaching, as long as they make some contribution to both. If research ceases to be a part of the appointee's duties, the individual should be considered for transfer to an instruction-only title. Appointees are also to engage in University and public service consistent with their assignments. Please refer to **APM 210-1-d** for a description of the teaching, research, and service criteria.

Adjunct Professor appointment and advancement cases must clearly state the assigned duties and responsibilities for review at all levels of the AP process (**APM 280-4 and 280-10**). An Adjunct faculty member needs to be apprised at the time of appointment of the nature of the appointment, and relevant duties and responsibilities.

It is expected that an appointment in the Adjunct Professor series be made at a certain percentage (full-time, or part-time), whether for pay or not. The Case Analysis is then expected to analyze the Adjunct faculty member's performance relative to both the appointment percentage and the agreed-upon duties and responsibilities.

Titles for the Adjunct series are listed below. Ranks and steps in this series correspond with those in the Professor series. An appointment or reappointment should be made at a level that is appropriate for the candidate's scholarly and creative productivity and achievement.

#### **Adjunct Professor Titles**

- Assistant Adjunct Professor
- Associate Adjunct Professor
- Adjunct Professor

### **B. FUNDING**

Appointments made to the Adjunct series should be supported primarily by non-State funds, and no more than one half of the Adjunct appointment may be supported by State funds (19900 – 19999).

Authority to grant exceptions to this policy belongs only to the Chancellor and cannot be redelegated. Requests for exceptions must be written, addressed to the Chancellor, provide clear justification for the exception, and adhere to the eight-year limitation as stated in **APM 280-16-b (2)**. The requests originate with the relevant Department Chair or Dean and have the Dean's approval via her or his signature. Once submitted to APO, the request will be forwarded to the Chancellor for approval. All exceptions must be approved prior to commencing the appointment process.

### **C. SALARY**

Appointments 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 and adjusted to reflect percentage time.

Appointments may be made at full-time or part-time. The assigned percentage time should accurately reflect the expected workload carried with an appointment to this title. It should not be confused with salary rate. For

example, an appointee may make research and teaching contributions to UC Merced that are consistent with a 20 percent time appointment, even though the appointment was made without salary.

**D. TERMS OF SERVICE**

An appointment or a reappointment to an Adjunct title is made with a specified ending date. This is communicated to the appointee in the Appointment Letter or the Reappointment Letter.

Maximum terms for appointments and reappointments are provided below; when appropriate, recommended terms may be shorter. Reappointments may be made to the same rank and step, i.e., without a merit increase or promotion. Effective beginning and ending dates of an appointment generally coincide with the University’s fiscal calendar, which begins on July 1.

Level	Max. Appt. Term	Service Limit(s)
Assistant Adjunct Professor (50% time or less)	2 years	None
Assistant Adjunct Professor (51% time or more)	2 years	8 years (See Section E)
Associate Adjunct Professor, Steps I, II and III	2 Years	None
Associate Adjunct Professor, Steps IV and V	3 Years	None
Adjunct Professor	3 Years	None

**E. NORMAL PERIOD AT STEP & LIMITATIONS OF SERVICE**

In computing time for the Adjunct title, only those semesters at more than 50 percent time count. 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**.

An eight-year limitation of service applies to appointees who hold the Assistant Adjunct Professor title, either in that title alone or when combined with those titles listed in **APM 133-0-c**. Assistant Adjunct Professors normally undergo a **Mid-Career Appraisal**.