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## **3023: APPOINTMENT**

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Because Adjunct appointees are considered to be affiliated faculty of UC Merced, the same academic personnel procedures and standards of excellence for the Professor series apply to the Adjunct series. For general appointment processes and guidelines, please refer to **MAPP 2013**, taking into consideration the exceptions and additions listed below.

### **A. CASE ANALYSIS**

The Case Analysis should make a clear justification for the proposed appointment or reappointment. It should address the recommended rank and step, providing solid evidence that supports the level of the appointment or reappointment.

### **B. TRANSMITTAL LETTER & DEAN'S RECOMMENDATION LETTER**

Both the Transmittal Letter and the Dean's Recommendation Letter should articulate specific justification for each appointment in order to gain the support of the Committee on Academic Personnel and the approval of the Provost/EVC.

**Towards that goal, the letters should address the following:**

1. The quality of the candidate and her/his specific ability to contribute to the unit, the program, and/or the campus;
2. The value added to the program/unit mission not currently afforded by the ladder-rank and other faculty;
3. Whether the recommendation is without salary and the proposed percentage of time of the appointment;
4. The appropriate funding source. Special and additional permission is required if there is a proposal to use State funds (19900-19999);
5. The beginning and specific ending date of the appointment;
6. The specific assignment of duties and responsibilities. Evaluation and subsequent reviews of the candidate shall be based upon the candidate's specific assignment and be consistent with **APM 280**;
7. The specific appropriateness of the candidate's abilities and background with respect to the assigned duty and responsibilities.

### **C. APPOINTMENT LETTER**

The Appointment or Reappointment Letter must indicate the ending date of the appointment and include the following text:

"University policy requires that you be informed of the following: appointments to the title of <rank> Adjunct Professor are self-terminating (no further notice of non-reappointment will be forthcoming) and do not create an obligation on the part of the university to either extend or renew the appointment."

### **D. UNIVERSITY OF CALIFORNIA PATENT POLICY**

All Adjunct faculty participating in research as employees or otherwise, with or without salary, shall execute a University of California Patent Policy as a condition of receiving their adjunct faculty appointment.

Notwithstanding the above, an individual acknowledges that he or she is bound by the University of California Patent Policy by accepting or continuing University employment or by using University resources, facilities, or interacting with University faculty and staff. Failure to sign the Policy shall result in the appointment not being granted.