

College of Sciences

Adjunct Appointment Guidelines

San Diego State University Senate Policy File (August 2008):

FACULTY p. 91

6.0 Adjunct Faculty (Volunteer Appointments)

6.1 Adjunct faculty shall be appointed without remuneration to provide various professional services to the university, such as teaching classes, giving occasional lectures, counseling students, supervising student research, and engaging in cooperative research with other faculty. Adjunct faculty appointments shall be made when the arrangement is of value to both the university and to the person appointed.

6.2 The faculty status granted with the adjunct appointment (a) shall officially affiliate the appointee with the university, (b) shall allow access to facilities as approved by the dean of the college making the appointment, (c) shall provide library privileges, (d) shall give the right to purchase faculty parking each semester or session, (e) shall provide Workers Compensation for injuries or illness related to university duties, and (f) shall provide job-related liability protection.

6.3 Adjunct appointments shall be made for one semester or one year and may be renewed indefinitely. To meet legal requirements, they shall be renewed formally; informal arrangements shall neither confer faculty status nor provide the protections listed in 6.2 above. The letter of appointment shall name the person to whom the adjunct faculty member reports and shall generally state the services that the adjunct faculty member will provide.

6.4 Upon the recommendation of the department or school, the dean of the college making the appointment may assign one of the following titles: (a) Adjunct Assistant Professor, (b) Adjunct Associate Professor, (c) Adjunct Professor.

College of Sciences Guidelines:

Adjuncts

Adjunct appointments are voluntary positions - there is no pay for services rendered, nor is an ATF submitted. Conversely, no one with a paid faculty appointment with SDSU may have an adjunct appointment of any type, the only exceptions are listed below under Thesis Committee Chairs and Lecturers. Adjuncts may receive pay from the SDSU Research Foundation, but not SDSU. Students are *not* eligible for an adjunct appointment.

Appointment Types

An appointment type must be assigned to each adjunct on the Adjunct Appointment Form: research, visiting, teaching, or other (must describe).

- Research – Research adjuncts are appointed during the fiscal year July 1st-June 30th, or any lesser time period, and can be renewed annually by the department or program. They cannot teach classes, including supervision classes.
- Visiting – includes faculty from other institutions spending a period of time on our campus.
- Teaching - Any adjunct who is teaching a class, including any supervision sections, must have a current “teaching” adjunct appointment for APDB workload reporting purposes, even if teaching is not their primary volunteer role. This includes faculty serving as Chair of a Thesis Committee. Teaching adjuncts are appointed by the semester, AY or Summer session/term dates. Summer appointments are always done on a separate form, never combined with semester or AY appointments.
- Other – includes serving on a Thesis Committee (but not the *Chair* of the Committee).

Supervision by Faculty in Other Depts/Colleges

If a student has enrolled in one of your department's supervision classes, but the supervisor is actually a faculty member in a different department or college, no adjunct appointment is necessary. The workload is listed under the faculty member's name on the Supervision Roster (and eventually the FAD) and the FTE stays in the department which offers the class.

Adjunct Appts in SIMS/FAD

In previous years, all adjuncts were listed on the FAD but now only those adjuncts who generate an IFF workload are listed – those who are teaching a class/supervision section. When Academic Affairs receives your Adjunct Appointment Form, only those adjuncts with a “teaching” appointment type are listed on SIMS and will appear on the FAD. Consequently, when your Faculty Verification Report is done, delete any adjuncts that are not “teaching” and add any new adjuncts that are “teaching,” along with a new Adjunct Appointment Form, if one has not already been submitted.

Retired Faculty as Adjuncts

Fulltime faculty who have retired may return to teach as either a paid lecturer (retired annuitant) *or* as a volunteer adjunct, but not both – after retirement they must either be totally volunteer or totally paid for all their combined duties. For example, a retired annuitant lecturer cannot be paid to teach a class and at the same time voluntarily supervise 2 students – he must also be paid to supervise the 2 students. Additionally, after retirement an RA lecturer cannot be paid to teach one semester and then volunteer to teach the next semester. Once they have begun to be paid for teaching/supervision, they must continue to be paid.

Staff and SSPAR Employees

Staff and SSPAR employees must have a current “teaching” adjunct appointment when they volunteer to teach classes, including supervision sections. If they are being paid to teach (an ATF has been submitted) then no adjunct appointment is necessary.

Lecturers

Lecturers may *not* have a “teaching” adjunct appointment – they must be paid for any and all teaching, including supervision. They can have an adjunct appointment for research or visiting, but only during the time periods they are not teaching. **Important:** The lecturer and the department are in violation of university policy if a lecturer is providing supervision services while the workload is listed under someone else (e.g. the department chair) – this violation leaves the department and university open to a “grievance” filing, which can have legal and financial consequences. Lecturers may retire, and then return to teach as a volunteer teaching adjunct – this decision should be clearly stated in their retirement memo.

Summer Sessions and 12-month Faculty Appointments

- **12-mo Appointments** During the Summer Sessions/Term, department chairs and any faculty with a full or partial 12-month appointment must have a separate “teaching” adjunct appointment if they are voluntarily teaching or supervising. If they are being paid to teach a class, an ATF is submitted, not an adjunct appointment form. All supervision is done on a voluntary basis during the Summer.
- **AY Appointments** Fulltime faculty with an AY appointment can voluntarily supervise students during the Summer whenever that supervision carries over from the Spring semester, typically when the student is working in their lab. These are “teaching” adjunct appointments in order to reconcile to the FAD, and special wording is necessary on the Adjunct Appointment Form – refer to the sample.

Summer appointments are always done on a separate form, never combined with semester or AY appointments – see the sample for Summer.

Thesis Committee Chairs

When a student enrolls in 799a, the generated workload should be assigned to the Chair of the Thesis Committee. (Note: no workload is generated for 799b) This is the person who replaces O GRAD on the Supervision Roster Report. If this person is a faculty member from outside your department, Graduate Affairs allows you to give that person a “teaching” adjunct appointment – see below:

The Graduate Council has approved a modification of the policies regarding service on dissertation committees. The change “In rare circumstances, lecturers and adjuncts in the department, or faculty members from another department, who meet all other criteria may qualify.” This allows experts in some fields to be included on committees given they are awarded adjunct status in the department. Any department wishing to use adjunct faculty on dissertation committees must submit the request with justification and a copy of the person’s vita to the Graduate Dean for approval. – The GAP, Vol. 4 No. 3, November 2007

Other members of the Thesis Committee (not the chair) can also have an adjunct appointment but their appointment type should be “other,” with the additional explanation that they are approved to serve on a thesis committee. But this only pertains to faculty from outside your department and since no workload is generated for non-chair members, adjunct appointments are optional.

Department/Program Management

The timely appointment of adjuncts in your department or program is important for several reasons:

- Teaching adjuncts are tied to the APDB reporting.
- Research adjuncts often have active grants administered by the SDSU Foundation and are required to have a current appointment.
- Campus services and parking can lapse.
- Name and recognition will not appear in the SDSU Catalog - Appointment forms must be in the Dean’s Office by January in order to have the adjunct’s name listed in the catalog for the following academic year.
- The university needs to be aware of any official appointments - especially for Workers Compensation insurance.

Departments should track the adjunct appointments carefully, plan ahead for their department review process and submit a renewal before the appointment lapses. Appointments can be made for up to one year – i.e. for Research adjuncts: 07/01/2011-06/30/2012 (*not* 07/01/2011-07/01/2012).

Departments should maintain a current file on each adjunct appointment which includes a copy of their CV. A new CV should be requested at least every 3 years.

Always Use the Current Form

Always use the current Adjunct Appointment Form, which can be found on the Academic Affairs webpage. Departments or programs make adjunct appointments by completing this form, printing it, obtaining the Department Chair or Program Director’s signature, and submitting it to Melody in the Dean’s Office. Research adjuncts and Teaching adjuncts must be submitted on separate forms. Visiting and Other adjuncts can be on a form by themselves or added to either the Research or Teaching form if the dates match.

See sample Adjunct Appointment Forms on the following pages:

Adjunct Appointment Form

Appointments for (Semester, AY or Summer): Summer 2011

College of: Sciences

Revised Listing as of: 05/15/2011

Department/School of: Psychology Dept

Adjunct Employee (Last name, First Name)	Red ID	Appt. Type	Effective Dates (1year max.)	Highest Degree Earned and Institution
Franklin, Benjamin <i>(Chair)</i>	800 500 500	Teaching	05/25/11 - 08/19/11	Ph.D. Yale University
Jefferson, Thomas <i>(12-mo professor)</i>	800 400 400	Teaching	05/25/11 - 08/19/11	Ph.D. College of William and Mary
Adams, John <i>(AY professor)</i>	800 300 300	Teaching	supervision - extended lab from Spring 05/25/11 - 08/19/11	Ph.D. Harvard University

special wording →

Sample for
Summer Adjunct

Signatures: _____
Signature

Department Chair (Signature optional, determined by College Dean's Office)

Dean or Associate Dean

Appointment Types

- Research - Research, grants, etc. (no teaching appt.)
- Visiting - Visiting Professor
- Teaching - Teaching as a volunteer, unpaid
- Other - Please Describe: _____

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