

## **POLICY ON ADJUNCT FACULTY**

This policy is intended to provide a guide to the appointment, classification, and evaluation of Adjunct faculty.

### **I. DEFINITIONS AND RESPONSIBILITIES**

1. "Adjunct" is any individual who is serving as a "Volunteer Employee" (Classification Code 0050) for a specified period of time, whether full-time or part-time. Visiting Professors may be appointed to this position. Adjunct faculty are not members of the Unit 3 (Faculty) Bargaining Unit.
2. Appointment as an Adjunct does not confer any rights to permanent employment to any person. The length of service of an adjunct faculty member, whether full-time or part-time, does not alter the temporary nature of the appointment or confer additional rights upon him/her.
3. The responsibilities of an adjunct faculty member are to be determined by normal departmental procedures. These typically include one or more of the following duties:
  - a. classroom teaching or other professional responsibilities of faculty such as performing responsibilities in the Library, the Division of Student Affairs, or Athletics
  - b. participation in departmental seminars and related instructional and scholarly activities, including coordination or administration of special programs and supervision of special programs, and supervision of special student or faculty activities and projects
  - c. attendance at departmental meetings in an advisory capacity but not a member of the consultative body
  - d. Other mutually agreed upon activities such as furthering research and teaching programs of the department and/or school involved.
4. The responsibilities of an adjunct faculty member shall be described in the letter of appointment.
5. An adjunct faculty member is responsible for adherence to and implementation of university and trustee policy.

### **II. NOMINATION PROCEDURE**

1. All nominations for appointment to a position of Adjunct to teach or offer any academic service under the auspices of California State University, Fresno shall be made only after a complete review of the qualifications of the individual and upon the recommendation of the appropriate department or unit.
2. Each applicant for appointment as an adjunct faculty member shall submit an application package which consists of (a) a standard SC-1 form; (b) a current vita and (c) three (3) letters of reference. Each applicant is given an Applicant Flow Form which is to be returned directly to the Affirmative Action Officer.

3. Receipt of all applications for adjunct positions shall be acknowledged by the department.
4. Review of applications for adjunct positions shall follow normal department appointment policies.
5. Prospective adjunct faculty members shall be approved on the basis of their qualifications as university-level instructors. The department shall review the complete application package for each applicant. When a department determines the suitability of an applicant for an adjunct position, the department shall also determine the specific responsibilities the individual will be expected to perform.
6. If a department recommends an individual for an adjunct appointment a completed Part-Time Applicant Pool Form and nomination shall be sent to Academic Personnel Services via the office of the school dean. A completed SC-1 form must also be submitted.
7. School deans are responsible for securing and maintaining appropriate references. Deans shall maintain academic resumes (and transcripts where appropriate) to be forwarded upon request.
8. A person shall be nominated to teach only those courses authorized by the department committee and listed on the pool form.
9. Access to application materials is limited to persons authorized access in the conduct of University business. Individual applicants shall not have access to these files.
10. Applications for adjunct positions are to be treated with the strictest confidentiality. All deliberations on applications shall be conducted in executive session and remain confidential as provided by law. **Violation of this confidentiality is considered to be unprofessional conduct and is grounds for disciplinary action.**

### III. APPOINTMENT

1. All appointments shall be based solely on ability and fitness for the position to be filled.
2. The Provost or designee shall make all faculty appointments. No other person is authorized to appoint faculty, nor to modify or revise the provisions of any appointment or offer of appointment. No other person is authorized to make statements, either oral or written, which may be construed to be commitments to employment by the university.
3. Once final authorization is given, the dean shall issue a written offer of appointment and employment contract. The contract shall stipulate the assignments of the adjunct faculty member.
4. Appointments to the position of Adjunct may be full-time or part-time. Appointments to the position of Adjunct Professor may be made for a semester, parts of a year, or for one (1) or more years. The length of the appointment shall be noted in the offer of employment.

5. The official offer to an adjunct position shall also indicate that the appointment automatically expires at the end of the period stated and does not establish a right to subsequent appointments or any further appointment rights. No other notice shall be provided.

#### **IV. QUALIFICATIONS**

1. The minimum academic qualifications for an adjunct appointment is normally a master's degree from an accredited graduate program.
2. In order to appoint a person with less than a master's degree, the department must have the approval of the Provost. Persons whose experience or training is recognized by professional or occupational standards as affording expertise directly related to specific instructional areas may be appointed if it can be shown that such persons have the best qualifications among available candidates, and that the instructional areas are important to the university.
3. Appointment to an adjunct faculty position should normally be at a rank equivalent to that of a similarly qualified tenure track academic employee.

#### **V. EVALUATION**

1. Each adjunct faculty member who teaches a class shall be evaluated on a regular basis according to the schedule outlined in the Policy on the Assessment of Teaching Effectiveness for temporary faculty. The results of these evaluations shall be placed in the Open Personnel File of the faculty member.
2. Department chairs shall prepare a written assessment of the performance of an adjunct faculty member at the end of each academic year. This evaluation shall be placed in the Open Personnel File.

#### **VI. OPEN PERSONNEL FILE**

1. Each adjunct faculty member shall have one (1) Open Personnel File for employment information and information that may be relevant to personnel recommendations or actions regarding the faculty member.
2. The Open Personnel File shall be maintained in the office of the school dean.<sup>1</sup>

#### **VII. PRIVILEGES AND BENEFITS**

1. Adjunct Professors are covered under State Workers Compensation.
2. Adjunct faculty members shall receive faculty privileges including the right to purchase faculty parking decals and receive a faculty ID card, which provides the following advantages:
  - a. use of Library facilities and faculty borrowing privileges
  - b. use of Instructional Media Services facilities and equipment

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1. For additional information on personnel files, refer to the University Policy on Faculty Personnel Files.

- c. use of state cars and/or travel expense allocations when approved
- d. use of laboratory and research facilities when applicable and approved
- e. use of Student Union facilities
- f. the ability to purchase Associated Student Body card for access to campus events.

### **VIII. DISTRIBUTION**

A copy of this policy shall be provided to all adjunct faculty members at the time of their initial appointment.

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Approved by Academic Senate  
Approved by President

May 9197  
June 1997