

**Office of the President
California State University, Chico**



Executive Memorandum 19-009

May 13, 2019

From: Gayle E. Hutchinson, President

Subject: Adjunct Appointments at California State University, Chico, Revision of EM 17-013

Upon the recommendation of the Academic Senate and the concurrence of the Provost, I approve the Adjunct Appointments at California State University, Chico policy, effective immediately.

Policy Title:	EM 19-009 Adjunct Appointments at California State University, Chico
Contact:	Office of Academic Personnel
Supersedes:	EM 17-013
Revision:	
Enabling Legislation or Executive Order:	

SCOPE

This policy establishes a definition for “adjunct” at California, State University, Chico, and sets forth policies associated with the appointment, rights, and responsibilities of adjunct appointees.

POLICY

1. Definitions

“Adjunct” refers to volunteers who are part-time or full-time faculty, and are associated with the university for purposes of scholarly activity such as teaching, teaching support, research, publications, and grant submission. Generally, adjunct faculty appointees have earned terminal degrees in their fields of expertise and/or are recognized regionally or nationally for outstanding achievement in their fields. Consequently, because of their stature, position, and expertise, they provide unique opportunities for expanding the intellectual, artistic or scientific experiences, or for pursuing research and scholarship for faculty and students. An adjunct faculty may be designated as adjunct professor, adjunct associate professor, or adjunct assistant professor, to reflect the level of accomplishment as determined by the department/unit and dean of the appointing department/unit.

“Volunteer Classification” refers to an individual who is serving as a “Volunteer Employee” for a specified amount of time. The volunteer classification is used to confer employee status to provide volunteers Worker's Compensation and state liability coverage. As volunteers, adjunct faculty are not members of the Unit 3 (Faculty) Bargaining Unit and are not paid through state funds. Adjunct faculty are not to be confused with visiting faculty, who hold full-time, one-year, salaried appointments (CBA 12.32) or with temporary faculty (lecturers), who are paid through state funds.

2. Appointment

A recommendation to appoint an adjunct faculty member shall be initiated by the department or unit in which the adjunct will be appointed and forwarded to the college dean. The college dean will review the request and forward it to the Associate Vice Provost for Academic Personnel for approval. The college dean may initiate the request in consultation with the department or unit. The request must include:

- The Adjunct Faculty Request Form which includes the appointment dates, a rationale for the appointment, and the signatures of the department/unit chair and dean.
- A curriculum vitae of the proposed adjunct faculty member.

3. Rights and Responsibilities

Adjunct appointments may be full-time or part-time and may not exceed one academic year. Adjunct appointments can be renewed, but appointment as an adjunct does not confer any rights to permanent employment, no matter the length of service. The appointment form must specify the dates of appointment and the review-renewal process, if applicable. Adjunct appointee work assignments must align with contract provisions regarding order of assignment for incumbent temporary faculty. Adjunct appointees are considered volunteer faculty in the Order of Assignment, CBA 12.29. (2014-2017, extended to 2020)

Adjunct appointees are subject to the CANRA. Adjunct appointees are subject to background check requirements if applicable.

Adjunct appointees may receive such benefits as office and research space, email, and library privileges. Such services for Adjunct Faculty are “requested” through their department.

Adjunct faculty appointments can be revoked, with one day notice.

RESPONSIBILITIES

The Office of Academic Personnel is responsible for administering the policy and related procedures.