

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



Executive Memorandum 17-013

October 23, 2017

From: Gayle E. Hutchinson, President

Subject: Adjunct Appointments at California State University, Chico

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

Policy Title:	EM 17-013 Adjunct Appointments at California State University, Chico
Contact:	Faculty Affairs
Supersedes:	EM 86-005
Revision:	
Enabling Legislation or Executive Order:	

Adjunct Appointments at California State University, Chico

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 volunteer employees 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 that the

department/unit and dean of the appointing department/unit judge has been achieved by the individual.

“Volunteer Classification” refers to an individual who is serving as a "Volunteer Employee" for a specified amount of time in accordance with Classification Code 0050 of the CSU Salary Schedule. 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 employed and forwarded to the college dean. The college dean will review the request and forward it to the Vice Provost for Faculty Affairs 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 be for a semester, parts of a year, or for one or more years. Appointment letters must specify length of appointment and the review-renewal process.

Adjunct appointments can be renewed, but appointment as an adjunct does not confer any rights to permanent employment, no matter the length of service.

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.

Adjunct appointees may receive such benefits as office and research space, email, and library privileges.

If an adjunct appointee teaches a class, they will be evaluated on a regular basis according to the schedule and procedures outlined for the evaluation of temporary faculty.

Adjunct faculty are not members of the Unit 3 (faculty) bargaining unit.

RESPONSIBILITIES

The Office of Faculty Affairs is responsible for administering the policy and related procedures including, if appropriate, exceptions and/or appeals.