

 <p>Category: Academic</p> <p>Policy applicable for: Faculty and Staff who are offered Adjunct Teaching Appointments</p>	<p><i>Policy Title:</i> Policy on Adjunct Faculty Appointments</p> <p>Effective Date: 04/01/2008</p> <p>Prior Effective Date: N/A</p> <p>Enabling Acts: N/A</p>	<p><i>Policy Number:</i> 5.2.2</p> <p>Policy Owner: Sr. VP for Academic Affairs and Provost</p> <p>Responsible Office(s):, College Business Offices, Regional Campus Faculty Offices, Vice Provost for Academic Affairs Office</p>
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Background

As underscored by its official mission statement, the University is dedicated to creating “the highest quality learning environment.” By serving countless students and assisting in the delivery of diverse curricula, the adjunct faculty plays a particularly vital role in the University fulfilling this teaching mission. Recognizing this critical function, the Provost Office is committed to provide improved working conditions along with fair and competitive salaries and easier transition to annual and represented status for its adjunct faculty. The involvement of Adjunct Faculty in the University’s teaching and learning mission is much appreciated and valued.

Policy

A. Full-time Faculty and Represented Adjuncts Who Teach as Adjuncts For a Secondary College:

1. Are paid at the established rate of adjunct pay in the Hiring College.
2. Must complete and submit a *Request for Approval to Perform Outside Service* form (A-128) in order to assure the approval of the home college department head and dean for this additional duty. The completed and approved form must be submitted to the Business Administrator of the hiring college before a paycheck will be issued for the overload teaching.

Since the secondary appointment is collateral employment, it is governed by University Rule 30-21-02 which reads in part:

3361:30-21-02 Employment: policy on collateral employment for faculty members and librarians.
(A) Collateral employment: Faculty members and librarians may engage in collateral employment consisting of institutional and/or non-institutional effort, including work of a consulting nature, provided information regarding such employment is made known in advance to the dean of the college or division concerned or the appropriate library administrator and provided said dean or library administrator agrees that the collateral employment:

(A)(1) Does not interfere with nor is inconsistent with the performance of the individual's university duties;

(B)(2) Does not raise questions of conflict of interest in connection with other interests or work with which the individual, or the university, is involved.

B. Term and Annual Adjunct Faculty Who Teach for More Than One UC College or Department:

1. Are paid at the established rate of adjunct pay in the hiring college. This means that an individual adjunct may be teaching for one rate of pay in their "home" college and a different rate of pay in a "secondary" college during the same academic quarter.

2. Must be awarded proper FTE credit for **ALL** UC teaching. To ensure proper FTE credit is awarded, adjuncts are required to complete the *Confirmation of Teaching Assignments for Term and Annual Adjuncts* form at the time they are offered an appointment outside of their "home" college or "home" department.

C. Full-time Professional and Administrative Staff Who Are Offered Adjunct Teaching Appointments:

1. Must obtain the approval of their immediate supervisor prior to accepting the appointment by completing the *Request for Approval to Perform Outside Service* form (A-128) indicating the course title, college, course number, credit hours, and scheduled class meeting time.

2. Are paid at the established rate of adjunct pay in the hiring college.

3. Are limited to teaching only one academic course in a normal work day. In emergency situations, the appropriate Dean can make exceptions to this limitation.

4. Are required to make up any time that is spent during the normal work day in preparation and delivery of adjunct teaching assignments.

Since the secondary appointment is collateral employment, it is governed by University Rule 30-21-03 which reads in part:

3361:30-21-03 Employment: policy on collateral employment for all employees (excluding faculty members and librarians).

(A) A university employee may engage in collateral employment only during the time the employee is not scheduled for work at the university and provided that the appropriate vice president approves such collateral employment and agrees that the collateral employment: (A)(1) Does not interfere with nor is inconsistent with the performance of the individual's university duties; (A)(2) Does not raise questions of conflict of interest in connection with other interests or work with which the individual, or the university, is involved.

Related links:

[University Rules](#)

[AAUP Contract](#)

[Provost Website](#)

Phone Contacts:

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Provost Business Office – Human Resources	513.556.6920