

June 15, 2012

DEANS
DEPARTMENT AND PROGRAM CHAIRS
MRU AND ORU DIRECTORS

Re: Issuance of Revised CAPM 512.280 – Adjunct Professor Series

Dear Colleagues:

I am pleased to issue the campus's revised policy and procedures for the Adjunct Professor series. The significant change is that there are now two types of appointments made to this title series: With Salary and Without Salary; each type has different appointment and advancement requirements and procedures.

Use of the With Salary and Without Salary appointment types is effective July 1, 2012 for new appointments. For appointees currently holding a title in the Adjunct Professor series, and for files currently in process or already approved with a future hire date, these changes will be effective with the next reappointment/advancement action.

The remaining sections of the policy – while revised for purposes of clarity and flow – do not include substantive changes and therefore, remain in full force and effect (e.g., limitation on the use of state funding, conditions of employment).

As an overview to the substantive policy change, With Salary appointments are intended for those appointees where there is an expectation of progression through the steps and ranks. While these appointments may initially be made at 0% time while the individual is pursuing extramural funding, the expectation of progression through the steps and ranks remains as does the expectation of compensation for performing the full range of responsibilities expected of this title series (teaching, research and creative work, service and professional activity). Consequently, the appointment and advancement procedures and authority follow those for ladder-rank faculty, including review by CAP.

The other appointment type, Without Salary, is intended for those individuals where there is no expectation of such progression; therefore, Without Salary appointments are made to a rank only, there is no step assigned. Compensating individuals in Without Salary appointments is not permissible. For these reasons, appointment and review procedures are significantly abridged (e.g., no CAP or DCAP review required, deans have authority for all actions involving Without Salary appointments).

Movement between the two types of appointments is allowable but is treated as a new appointment. Accordingly, movement from a Without Salary appointment to a With Salary appointment requires recruitment compliance and an appointment file that will follow the same review procedures as those established for ladder-rank faculty.

I encourage you to review the revised policy and to forward this information to Adjunct faculty and

others in your unit that may be impacted. The policy is available on the Academic Personnel Office website at: http://apo.ucsc.edu/academic_policies_and_procedures/cappm/512280.htm

Sincerely,

A handwritten signature in black ink, appearing to read "Alison Galloway". The signature is written in a cursive style with a large initial "A".

Alison Galloway
Campus Provost and
Executive Vice Chancellor

cc: Chancellor Blumenthal
Academic Senate Chair Gillman
VPAA Lee
VCR Margon
Assistant Vice Chancellor Peterson
Chair Takagi, Committee on Academic Personnel
Academic Senate Office
Administrative Records Office
APO Analysts
Assistants to Directors
Department and Program Managers
Divisional Academic Personnel Coordinators