

UC Berkeley Policies concerning Adjuncts

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The Berkeley campus has long benefited from the contributions of faculty appointed in the Adjunct series. Some have qualifications and responsibilities similar to those of ladder faculty, but the Adjunct series is a flexible one, and Berkeley has used it to appoint faculty with a variety of profiles.

Like many leading universities, Berkeley is currently expanding its missions of teaching and public service by offering new professional master's programs. In many instances, these programs include courses offered by instructors who have professional experience. This policy document is intended to support these developments and to clarify expectations for all Adjuncts. It first provides information about the general policy framework for appointees in the Adjunct Professor series, and it then offers guidance concerning several important aspects of campus implementation.

Background: UC policy framework

The Academic Personnel Manual (APM) explains many aspects of the Adjunct series, and the background presented here is not intended to be comprehensive. Instead, the focus is on questions about the nature of, and balance among, the qualifications and responsibilities of Adjuncts. On this topic, passages in the Academic Personnel Manual (APM) indicate the following points:

- Appointees in the Adjunct series are expected to exhibit superior intellectual attainment that is manifested in teaching and in research or creative accomplishment (APM 210-1 and 210-1-d).
- The balance among teaching, research, professional activities, and service for appointees in the Adjunct series may differ from the balance expected of a Professor and may vary from one individual Adjunct to another. The balance appropriate to an individual Adjunct will depend upon the nature of his or her particular duties and responsibilities (APM 280-10). Participation in teaching is expected to be equivalent to at least one course per year, and if research ceases to be part of the appointee's duties, appointment in a different academic title (such as Unit 18 Lecturer) should be considered (280-16-a).
- While Adjunct titles may be assigned to individuals who are predominantly engaged in research (or creative work) or who are predominantly making contributions in teaching, these are not the only two ways in which the balance among teaching, research, professional activities, and service may be struck in the assignment of duties and responsibilities for a particular appointee. (280-4-a; 280-10)

- Contributions to professional practice will be considered as research or creative work when, and only when, they present “new ideas or original scholarly research.” The category of original scholarly research includes “recognized artistic production” (APM 210-1-d-2).
- For individuals appointed in the Adjunct Professor series, professional activities and leadership may be appropriate criteria to consider for appointment and advancement, in addition to teaching, research (or creative work), and service, especially for individuals appointed in professional schools and colleges (APM 210-1-d-3).
- Assistant Adjunct Professors are appointed for terms of up to two years; Associate Adjunct Professors and Adjunct Professors may be appointed for terms of up to two or three years, or, in special circumstances, with no specified ending date (APM 280-17).

(The relevant passages from the APM are provided in the appendix below.) Several additional points are pertinent:

- Nothing in the APM prevents reviewers from concluding that a single set of professional activities and accomplishments both presents new ideas or original scholarly research and manifests competence and leadership in professional practice.
- Cases for the appointment of an individual who has not previously held academic positions will often rest upon evidence of *promise* of superior achievement rather than superior achievement. Cases for appointment at Assistant rank are especially likely to rest upon promise in one or more areas of assessment.

Adjunct profiles

All Adjunct appointees are expected to generate records in teaching, research (or creative accomplishment), and service; where appropriate, Adjunct appointees are also expected to generate records of professional activity. Beyond that, however, the UC’s policy framework allows for appointees in the Adjunct series to have many different general profiles.

A particular Adjunct may have *primary* responsibilities in one or more of the four areas and *secondary* responsibilities in others. For example, a particular Adjunct may have primary responsibilities in professional activity and teaching, with secondary responsibilities in research (or creative activity) and service.

An additional dimension of variability comes with the percentage of appointment. For example, while even a 0% Adjunct would be expected to engage in some form of teaching or mentoring activity each year, the expectation would be a modest one given the appointment percentage, with a minimum expectation of the “equivalent” of one course per year.

Expectations for appointment and promotion of Adjuncts

Given the varied profiles that faculty members in the Adjunct series may have, chairs must provide clear, written accounts of appropriate expectations for assessment of their records, including expectations for promotion of Assistant or Associate Adjuncts. Such accounts should be provided at the time of appointment and appended to every subsequent academic-personnel review. Where such an account is not available for a current Adjunct, one should be provided at the time of the next academic-personnel review.

Appropriate rank for Adjuncts at appointment

1. Even when research (or creative work) or teaching are not among an Adjunct appointee's primary responsibilities, successful appointment will require clear evidence of accomplishment in those two areas or, for appointment of Assistant Adjunct Professors, clear evidence of promise in both areas.
2. For Adjuncts with profiles similar to those of Professors, rank and step at appointment should be determined in much the same way that they are determined for Professors.
3. For other Adjuncts, when they have not already generated records of accomplishment in their area(s) of primary responsibility, they should usually be appointed as Assistant Adjunct Professors. When they have records of accomplishment in their area(s) of primary responsibility, they should be appointed as Associate Adjunct Professors or Adjunct Professors, depending on the extent of their achievements in those areas.
4. In rare instances, a candidate for appointment will have an exceptional record of accomplishment in one primary area of responsibility but lack the kind of established record of teaching and research that would normally be expected for appointment as Associate Adjunct Professor or Adjunct Professor. When similarly situated candidates are under consideration in the Professor series, the option of appointing them as Acting Associate Professor or Acting Professor is available. (Both are untenured positions, and prior to regularization, a full tenure review would be conducted.) The Acting prefix is not used in the Adjunct series, but an analogous option is to appoint the candidate with a specified ending date as Associate Adjunct Professor or Adjunct Professor, with a stated expectation that the required records would be established at the time of reappointment.

External letters of recommendation for Adjuncts

General campus [policies concerning external letters](#) apply, except as noted here.

- Five is the minimum number of letters for appointment as Associate Adjunct Professor or as Adjunct Professor.

- Five is also the minimum number of letters for promotion to Associate Adjunct Professor or Adjunct Professor.
- The requirement of external letters for appointment in the Adjunct series is waived for candidates who hold an appointment in the (ladder-rank) Professor series at a corresponding rank at another UC campus.
- For appointment as Associate Adjunct Professor or Adjunct Professor, if the candidate holds an appointment at the corresponding Adjunct rank at UC San Francisco, no letters are required. The appointing unit should, however, request the most recent external letters received by the candidate's department at UC San Francisco and include them in the Berkeley appointment dossier if they are available. For appointment of a candidate in the Adjunct series at both campuses, or for promotion of a candidate who holds Adjunct appointments at both campuses, the relevant departments should collaborate on solicitation of a single set of letters.
- For appointment or promotion to Associate Adjunct Professor or Adjunct Professor, if (a) the candidate was appointed or promoted to the proposed rank in the Adjunct series at another UC campus other than UC San Francisco within one year of the proposed effective date at Berkeley, and (b) if the external letters used in the appointment or promotion at the other UC campus can be obtained, then such letters may count toward the required minimum number if they are from non-Berkeley referees.

Working titles for Adjuncts

Some Adjuncts may have professional competence and activity among their areas of primary responsibility, and some will meet the criterion of contributions in research or creative activity through professional contributions that present new ideas or original scholarly research. In both cases, a working title using the words "Professor of Practice" is appropriate: for example, "Associate Professor of Practice in Education," "Professor of Practice in Public Policy," or "Assistant Professor of Practice in Architecture."

APPENDIX

APM 210-1. Instructions to Review Committees Which Advise on Actions Concerning Appointees in the Professor and Corresponding Series.

The following instructions apply to review committees for actions concerning appointees in the Professor series and the Professor in Residence series; and, with appropriate modifications, for appointees in the Adjunct Professor series.

APM 210-1-d (excerpt). Criteria for Appointment, Promotion, and Appraisal.

The review committee shall judge the candidate with respect to the proposed rank and duties, considering the record of the candidate's performance in (1) teaching, (2) research and other creative work, (3) professional activity, and (4) University and public service. In evaluating the candidate's qualifications within these areas, the review committee shall exercise reasonable flexibility, balancing when the case requires, heavier commitments and responsibilities in one area against lighter commitments and responsibilities in another. The review committee must judge whether the candidate is engaging in a program of work that is both sound and productive. As the University enters new fields of endeavor and refocuses its ongoing activities, cases will arise in which the proper work of faculty members departs markedly from established academic patterns. In such cases, the review committees must take exceptional care to apply the criteria with sufficient flexibility. However, flexibility does not entail a relaxation of high standards. *Superior intellectual attainment, as evidenced both in teaching and in research or other creative achievement, is an indispensable qualification for appointment or promotion to tenure positions.* Insistence upon this standard for holders of the professorship is necessary for maintenance of the quality of the University as an institution dedicated to the discovery and transmission of knowledge.

APM 210-1-d-2 (excerpt). Research and Creative Work.

Textbooks, reports, circulars, and similar publications normally are considered evidence of teaching ability or public service. However, contributions by faculty members to the professional literature or to the advancement of professional practice or professional education, including contributions to the advancement of equitable access and diversity in education, should be judged creative work when they present new ideas or original scholarly research.

Evidence of a productive and creative mind should be sought in the candidate's published research or recognized artistic production in original architectural or engineering designs, or the like.

APM 210-1-d-3. Professional Competence and Activity.

Professional Competence and Activity — In certain positions in the professional schools and colleges, such as architecture, business administration, dentistry, engineering, law, medicine, etc., a demonstrated distinction in the special competencies appropriate to the field and its characteristic activities should be recognized as a criterion for appointment or promotion. The candidate's professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems, including those that specifically address the professional advancement of individuals in underrepresented groups in the candidate's

field. It is responsibility of the department chair to provide evidence that the position in question is of the type described above and that the candidate is qualified to fill it.

APM 280-4-a (excerpt). Definition.

Titles in this series may be assigned (1) to individuals who are predominantly engaged in research or other creative work and who participate in teaching, or (2) to individuals who contribute primarily to teaching and have a limited responsibility for research or other creative work; these individuals may be professional practitioners of appropriate distinction. Appointees with titles in this series also engage in University and public service consistent with their assignments.

APM 280-10. Criteria.

A candidate for appointment or advancement in this series shall be judged by the four criteria specified below. Evaluation of the candidate with respect to these criteria shall take appropriately into account the nature of the University assignment of duties and responsibilities and shall adjust accordingly the emphasis to be placed on each of the criteria. For example, a candidate may have a heavy workload in research and a relatively light workload in teaching.

The four criteria are:

- a. Teaching
- b. Research and creative work
- c. Professional competence and activity
- d. University and public service

The Chancellor, with the advice of the Senate, may publish standards of performance for appointment and promotion for the Adjunct Professor series.

APM 280-16 (excerpts). Restrictions.

- a. When participation in teaching is less than one course a year (or equivalent), the appointee should be considered for transfer to another academic title. Professional Researchers who teach less than one course a year, or equivalent, on a regular basis should hold a Lecturer title in conjunction with the research title. Individuals who are primarily researchers and who teach regularly at least one course a year (or equivalent) should be appointed in the Adjunct Professor series for their whole appointment. Clinical teaching may satisfy the teaching requirement.

For appointments in which teaching is the main activity, it should be demonstrated clearly before appointment to the Adjunct Professor series that a "teaching only title"

such as Lecturer is not appropriate (e.g., a faculty member who also has clinical responsibilities). If, during an appointment in the Adjunct Professor series, research ceases to be part of the appointee's duties, the individual should be considered for transfer to another academic title.

c. [T]here is an eight-year limitation of service for an appointee who holds the Assistant Adjunct Professor title at more than 50 percent time, either in that title alone or when combined with those titles listed in APM - 133-0-c. In computing time for the Adjunct title, only those quarters or semesters at more than 50 percent time will count. Service at associated and affiliated hospitals at more than 50 percent time counts, even when the individual is 0 percent for University payroll purposes.