

## **Memorandum from Policy Facilitation Team**

**To:** VP Katherine Kantardjoeff

**Subject:** Policy for final Presidential approval

**From:** Policy Facilitation Team

**Date:** October 28, 2022

**Policy:** Adjunct Research Faculty Policy

The PFT received a request from the AVP for University Personnel to make a small update to section 3.30 of the Adjunct Research Faculty Policy. The requested change inserts UP into the appointment process, allowing them to conduct the background check required by system-level policy described in HR 2017-17. Because this change aligns our campus policy with system-wide requirements, the PFT is not bringing this policy revision through campus vetting, but will announce the change to the campus via the Official Notification once approved by the President.

*Katherine Kantardjoeff*

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Katherine Kantardjoeff, Provost

11/07/2022

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Date



# California State University Monterey Bay

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## Policy on Adjunct Research Faculty

### 1.00 Purpose

On occasion, members of the academic community request professional affiliation with an academic unit at CSU Monterey Bay. When such requests are granted, the status of “adjunct research faculty” is conferred to the solicitor for an agreed length of time, during which the adjunct research faculty is able to cite her/his professional affiliation in seeking external funding under the aegis of CSU Monterey Bay.

The following guidelines clarify the adjunct research faculty appointment process, the rights and responsibilities of appointees, a review process for assessing the appointment, and criteria for ending an adjunct appointment at CSU Monterey Bay. These guidelines do not alter in any way the policies and procedures governing the appointment of temporary lecturer faculty.

This policy is deemed to be consistent with the University's commitment to the principles, goals, and ideals described in the CSU Monterey Bay Founding Vision Statement and to its core values.

### 2.00 Adjunct Research Faculty

In general, adjunct research faculty have earned graduate degrees and have significant professional experience in their fields of expertise, or are recognized regionally or nationally for outstanding achievement. Typically, adjunct research faculty are engaged in scholarly and creative activities as defined in the DCI of the [Retention, Tenure, and Promotion Policy](#) and plan to actively pursue grant support through the University Corporation at CSU Monterey Bay. Adjunct research faculty are expected to be experts in their fields and to make contributions relevant to the mission and goals of programs within the academic unit at CSU Monterey Bay.

Because of their stature, position, and expertise, they provide our faculty and students with unusual opportunities for expanding their intellectual, creative or scientific experiences, or for pursuing research and scholarship. Adjunct research faculty typically contribute to the academic unit by some or all of the following activities: seeking external funding to support projects relevant to the mission of the academic unit; assist in advising and/or supervising capstone or thesis students; assisting in enhancing existing curriculum or in developing new courses; attending and offering colloquia; or engaging in other University or public service activities consistent with the mission of the University. Adjunct research faculty operate under the supervision of the department chair and the college dean.

### **2.10 Adjunct Research Faculty Volunteer Classification**

An adjunct research faculty is an individual who is serving as a “Volunteer Employee” in accordance with Classification Code 0050 of the CSU Salary Schedule, for a specified period of time. The volunteer classification is used to confer employee status to provide volunteers Workers’ Compensation and state liability coverage. As volunteers, adjunct research faculty are not members of the Unit 3 (Faculty) Bargaining Unit. If a person appointed as an adjunct research faculty is to receive a salary as a faculty unit employee, he/she must also then be appointed as temporary faculty in accordance with the applicable provisions of the Unit 3 (Faculty) Agreement and consistent with normal campus policies and procedures for such temporary lecturer appointments.

### **2.20 Adjunct Research Faculty Responsibilities**

Adjunct research faculty have the same responsibilities as other faculty members to uphold the highest standards of academic and professional ethics and excellence whether on campus or off-campus. The departmental adjunct research faculty committee (see section 3.10) shall use the following criteria of ethics, professionalism, and standards for evaluating applications and conducting periodic reviews:

- Effectively pursues activities as described in application letter;
- Participates in activities consistent with the Mission of CSU Monterey Bay and the academic unit;
- Incorporates student learning or support as an element of any of their activities funded through CSU Monterey Bay;
- Promotes the goodwill of CSUMB in their work within the broader community;
- Maximizes collaboration with (and minimizes competition with) other faculty in the pursuit of extramural funding;
- Agrees to be listed on the department’s web page and other public material as adjunct research faculty, with a short biography, and agrees to be listed in other CSU Monterey Bay media as warranted (Note: While adjuncts may be listed in University publications, such listings are for significant and considerable involvement in the department, and is at the discretion of the department.)
- Maintains professional links with at least one tenured/tenure-track faculty;
- Provides information for a process of periodic review;
- Is available to give at least one guest lecture per semester;
- Consults with, and receives approval from the Chair (e-mail is acceptable) before using their CSU Monterey Bay-affiliation to promote themselves;
- Abides by all CSU Monterey Bay, University Corporation and sponsor policies and procedures for the solicitation, submission, and management of external funding;
- Abides by all regulatory and compliance requirements; and,
- Follows commonly accepted scientific/professional practices in the performance of all projects.

## **3.00 Appointment Process**

A person seeking adjunct research faculty status must be nominated for that position by a tenured/tenure-track faculty member from the academic unit in which status is being sought. The nomination consists of a written memo to the Chair describing the merits the appointee will bring to the Division. The current curriculum vita or resume of individuals nominated for an adjunct research faculty position will be provided to and reviewed by the

Chair. The Chair will invite suitable nominees to submit an application package for thorough review by an ad hoc adjunct research faculty committee, Chair, and Dean. The Chair will advise the applicant of the outcome of the review process. The review process will not begin until the Chair receives a complete application.

### **3.10 Department/Unit Adjunct Research Faculty Committee**

The Adjunct Research Faculty Committee is an ad hoc departmental committee of tenured/tenure-track faculty, designated by the Chair or elected in the department, as needed to process requests for adjunct status or undertake adjunct research faculty performance reviews in the department.

### **3.20 Application**

A complete application shall include:

- 1) Volunteer Identification form (available from CSU Monterey Bay Academic Personnel);
- 2) Brief letter of application describing:
  - a) specific reasons for seeking adjunct status (e.g., collaborative projects, research, grant writing, etc.)
  - b) how the proposed activities will benefit students or faculty in the unit and/or at CSU Monterey Bay
  - c) professional competency to achieve the proposed adjunct work
  - d) commitment to uphold the mission of the unit and CSU Monterey Bay through ethical professional activities
  - e) requested length of appointment
  - f) specific perquisites or resources (e.g. mail delivery, library privileges, office space, computer, office supplies, and administrative support) requested to fulfill the proposed adjunct work;
- 3) Current Curriculum Vitae;
- 4) The names, affiliations, addresses, and email addresses for three references familiar with the applicant's career; and
- 5) The original nomination letter.

Nominees who have served as CSU Monterey Bay faculty sometime during the last three years shall provide an application where parts 2c, 2d, and 4 are optional, because the material is still current from the previous relationship with the academic unit.

### **3.30 Appointment**

The adjunct research faculty committee, Chair and Dean will evaluate adjunct research faculty applications based upon the potential for the applicant to contribute meaningful value to the unit's service to its students and communities via the proposed activities. The sections of this document titled "General Description of Adjunct Research Faculty" and "Responsibilities" provide a general overview of the standards the committee intends to use for evaluation.

The Chair will receive the committee recommendations. The Chair will add an opinion about the merits of the application before forwarding all application materials to the Dean. The Dean will approve or deny the appointment. If the Dean approves the appointment, prior to sending a letter to the candidate, the Dean will submit a Person of Interest (POI)

form to University Personnel<sup>1</sup>. Upon written approval from University Personnel, the Dean will send an appointment letter to the Adjunct Research faculty candidate with copies to the Chair, Provost, University Personnel, and the Office of Sponsored Programs. For successful applicants, the letter will specify the appointment length, not to exceed an initial term of three years.

The academic unit is responsible for securing and maintaining volunteer files for each Adjunct Research Faculty member, ensuring confidentiality of materials as required by law. Files will be maintained for a minimum of three years after the end of the adjunct appointment. At the end of each academic year, the department Chair will transmit to the Dean and the Provost/Vice President for Academic Affairs, a list of all the adjunct research faculty appointments for review.

### **3.40 Appointment Terms and Adjunct Research Faculty Rights**

Appointment to adjunct research faculty status, whether for full-time or part-time, is for a specified term, and confers no rights to permanent employment. Appointment to adjunct status does not guarantee the use of CSU Monterey Bay or University Corporation resources (e.g., office space, equipment, or services), and provides no voting rights in the University.

### **4.00 Periodic Review**

The ad-hoc departmental adjunct research faculty committee and Chair will periodically review the performance of adjunct research faculty. Each appointee will be reviewed within the first year of being appointed. Thereafter the frequency of further reviews will be stipulated in a letter from the Chair. Additionally, the committee may evaluate the performance of the adjunct research faculty at any time, if so advised by the Chair.

The review process begins with the adjunct research faculty providing a brief summary of activities to the Chair. The summary should clearly link the past and current activities to the activities proposed in the application letter, and to a subset of criteria and values described in this document under the sections 2.00 and 2.20, titled “Adjunct Research Faculty” and “Adjunct Research Faculty Responsibilities.” It should also document any products or publications resulting from the activities and ensure compliance with all policies and procedures of CSU Monterey Bay and the University Corporation.

The departmental adjunct research faculty committee will evaluate the written summary in the context of the criteria and values found in this document under the sections 2.00 and 2.20, titled “Adjunct Research Faculty” and “Adjunct Research Faculty Responsibilities.” In general, the committee is interested in continued mutual benefits to the department and the adjunct research faculty member. Periodic reviews will result in one of the following recommendations to the Chair:

- 1) continuance because of at least adequate progress and activity level,
- 2) continuance with recommendations for improvements, or
- 3) termination of position.

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<sup>1</sup> In accordance with the CSU Background Check Policy, HR 2017-17

## **5.00 End of Volunteer Appointment and Adjunct Research Faculty Status**

The length of initial appointments shall not exceed three years. The appointment length may be extended by committee recommendation and by approval of the Chair and Dean following evaluation of an appeal submitted by the adjunct research faculty within the last year of the appointment. Appointment as an adjunct does not confer any rights to permanent employment to any person. The length of service of an adjunct, whether full-time or part-time, does not alter the temporary nature of the appointment or confer additional rights upon the adjunct.

As a volunteer, the agreement between an adjunct research faculty member and the university may be terminated at any time, by either party. Two weeks notice is customary but not required. The Chair will notify Academic Personnel regarding the end of the adjunct assignment.

## **6.00 Continuous Renewal**

This policy shall be reviewed ten years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary.



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President Vanya Quiñones

**Effective Date:** 11/08/2022

### **Certification of Process**

**Reviewed by:** Academic Senate, Faculty Affairs Committee, Educational Planning and Policy Committee, University Personnel, Deans and Provost, and Office of Sponsored Programs.