

CALIFORNIA STATE UNIVERSITY, HAYWARD

POLICY AND PROCEDURES FOR THE APPOINTMENT OF ADJUNCT FACULTY MEMBERS

1.0 Definitions

It is recognized that the University may be enriched by the services of persons in the community whose special knowledge or expertise complements that of the regular University Faculty. Such persons may be appointed as adjunct faculty members for a nominal fee not to exceed one dollar a year. In appropriate circumstances the appointment of adjunct faculty is desirable because it 1) allows persons from the community to teach formal courses and students to receive credit for these courses; and 2) provides protection for the adjunct faculty member in the form of workman's compensation and liability insurance. Adjunct faculty may also be extended the normal perquisites of regular faculty with regard to library privileges and the right to purchase parking privileges. Other privileges may be extended to an adjunct faculty member if deemed appropriate by the President, except that voting rights in University elections may be extended to adjunct faculty members only in accordance with provisions of the Faculty Constitution.

2.0 Qualifications

The qualifications of an adjunct faculty member in terms of training and experience shall normally be equal to or superior to those of the regular faculty performing similar services. The adjunct faculty member will ordinarily be a person with special competence or expertise not readily available from members of the regular faculty. Such persons may be professionals in the community, other scholars

and scientists, or emeritus professors. The titles of adjunct professor or adjunct instructor may be granted as appropriate to the person's training and achievement.

3.0 Services

Adjunct faculty may be employed in various capacities, which fall, in general, within four categories:

- 3.1 Specialists in an advanced field, invited by a department to teach specialized upper division or graduate courses.
- 3.2 Field work or project supervisors, invited by a department to collaborate and assist in the professional training of students off-campus.
- 3.3 Collaborators in research and teaching, invited and/or sponsored by faculty members with whom they have close working relationships.
- 3.4 Specialists in a field otherwise not available on campus, who may be invited to teach courses available for General Education credit either through a department's regular offerings or as part of the General Studies program.

4.0 Conditions

Efforts to enrich programs through the use of specially qualified volunteers are to be commended, but must be subject to reasonable safeguards to protect both the quality of curriculum and the employment of regular faculty who are the backbone of the University. Although it is desirable that the use of an adjunct faculty member will either bring new FTE to the University or retain FTE which would otherwise be lost, these are not required conditions for the employment of adjunct faculty. However, a department or program employing adjunct faculty must be prepared to demonstrate that the appointment does meet the following conditions:

- 4.1 A person with equivalent qualifications is not readily available from among the regular faculty.

- 4.2 The qualifications of the adjunct faculty member are in accord with provisions of Section 2.0, i.e., equal to or superior to those needed for a regular academic appointment for similar service.
- 4.3 The use of the adjunct faculty member will not adversely affect the FTE and resource positions of other departments and programs, this factor to be weighed with special care in regard to adjunct faculty services described under Section 3.4.

5.0 Procedures

The President shall appoint adjunct faculty members on the recommendation of the department and School Dean, according to the following procedure:

- 5.1 A recommendation to appoint an adjunct faculty member shall be initiated by the department or program which wishes to employ that person. Review of qualifications and the recommendation for appointment shall take place according to the department's established procedures.
- 5.2 The department or program chairperson shall forward the recommendation to the School Dean. If the Dean approves, the Dean shall forward the recommendation to the Vice President, Academic Affairs.
- 5.3 At the end of each academic year, the Vice President, Academic Affairs shall transmit to the Chair of the Academic Senate and the Chair of the Faculty Affairs Committee a list of all the adjunct faculty appointments for review.

6.0 General Interpretation

Questions concerning the interpretation of this document, or other matters relating to policy, criteria, and procedures for the appointment of adjunct faculty, shall be referred to the Faculty Affairs Committee. The Faculty Affairs Committee shall discuss all such questions with the Vice President, Academic Affairs, and shall make recommendations as appropriate.