Dear Deans, Department Chairs and Directors,

Over the past several months, and with the concurrence of CAP, we have implemented a number of changes in The UCLA CALL for the Adjunct Professor Series. The main elements are as follows:

- A revised first paragraph, Definition of the Adjunct Professor Series, where, consistent with the Academic Personnel Manual (APM) 280, we clarify that the title can be used both for those predominantly engaged in research/creative work or alternatively, those who contribute primarily to teaching.
- New evaluation criteria (Section II.B), where it is noted that evaluation with respect to the four 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.”
- Revised expectations regarding advancement to Adjunct Professor Step VI and Adjunct Professor Above-Scale (Section V.A.4) to make them more in line with the Adjunct than the Regular Series.
- Other changes consistent with policies already announced (e.g., CAP no longer opining about Further Above-Scale cases, and the use of Assistant Professor Steps V and VI and Associate Professor IV and V).

For more detailed information regarding the Adjunct Series, please go to [http://www.apo.ucla.edu/call/Adjunct.htm](http://www.apo.ucla.edu/call/Adjunct.htm).

Please inform your faculty in the Adjunct Series of the changes.

Sincerely,

Tom Rice
Vice Chancellor
Academic Personnel
Below is a statement from the Council on Academic Personnel regarding the Adjunct Professor Series. Please feel free to share this information with your faculty.

Best wishes,

Tom Rice

April 30, 2010

Dear Deans and Department Chairs,

The Council on Academic Personnel (CAP) has recently conducted an informal survey of departments with questions pertaining to the Adjunct Professor Series, and we would like to thank you for your responses to this query.

As we had expected, the results show that the series is broadly utilized in many different ways across the campus. In some cases it is used to hire faculty engaged almost exclusively in research, whereas in other departments it is used almost entirely for teaching purposes. The expectations for advancement in this series also varied widely, with some units expecting research accomplishments nearly equal to the Regular Professor Series, while others gave almost no consideration to scholarship. The communication of these expectations to the Adjunct Professors varied widely, with some departments using a written memo, others relying on oral agreements, and some not mentioning the topic at all together.

Since CAP is involved in the major personnel actions for the Adjunct Series, we would like to make some recommendations to departments in order to clarify several issues that could be helpful both to departments and to the Adjunct Professors in the advancement process.

The section in The CALL regarding Adjunct Professors and advancement criteria are very vague, probably by design so that the series can be used for different functions across campus. However, APM 280-10 on Adjunct Professors is somewhat more specific on the requirements for advancement:

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

APM 280-16a goes on to discuss the point that some teaching activity is required:

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.

It is also very specific that some creative scholarship is a requirement in all cases:

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.

CAP would like to inform departments that it takes these requirements seriously, and that Adjunct Professors up for promotion at the major barrier steps will need to show that they have carried out some teaching and have engaged in some scholarship/creative activity. CAP understands that the levels of these required elements could be substantially less than the levels expected of Regular Faculty. However, UCLA is a research university, and Adjunct Professors engaged primarily in teaching are still expected to show evidence that they are keeping up with and contributing to research in their field, so that they can effectively pass on this knowledge in their classes.

CAP would also like to recommend that departments inform their Adjunct Professors in writing of the particular expectations the department has for advancement in this series, to protect both the department and the Adjunct Professors during the personnel process. It strongly urges that a letter of understanding be sent to all Adjuncts letting them know precisely what is expected of them during their employment. Expectations set forth in writing must be consistent with the general requirements of the APM. This should be standard procedure for all new hires in the Adjunct Series, and it would probably be a good idea to make sure that existing Adjunct Professors are aware of the requirements. It would be very helpful to CAP if the Chair could
summarize the department’s expectations in his letter for the personnel dossier of each
Adjunct advancement case.

Thank you for your attention to these matters.

Council on Academic Personnel