

California State University Channel Islands  
Policy On

## Visiting and Adjunct Faculty Appointments

D R A F T – July, 2004

These guidelines establish an appointment process and responsibilities for appointments of Visiting and Adjunct Faculty within the Division of Academic Affairs. These guidelines do not alter in any way the policies and procedures governing the appointment of temporary faculty. If a person appointed as a visiting or adjunct faculty member 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. Visiting appointments must honor contract provisions regarding preference for work for incumbent CI temporary faculty.

**Definition:** Visiting and adjunct faculty may be salaried or non-salaried employees who have been nominated for appointment by a Program Chair, the Dean or the Provost to affiliate with CSU Channel Islands faculty. Generally, individuals under consideration for visiting and adjunct faculty appointments have earned terminal degrees in their fields of expertise or are recognized nationally for outstanding achievement in their fields. Visiting and adjunct faculty are individuals who are typically employed elsewhere and are engaged in high-level research or other scholarly or creative work, or in public service. Consequently, because of their stature or position, they provide our faculty and students with unusual opportunities for expanding their intellectual, artistic or scientific experiences or for pursuing research and scholarship. Visiting and adjunct faculty may teach, advise and/or supervise students, assist in enhancing existing curriculum or in developing new courses, attend host program meetings, attend and offer colloquia, and engage in other University or public service activities consistent with their appointments and with the mission of the University. Often visiting faculty are chosen to fill temporarily a vacancy in a tenure track faculty line. Terms such as adjunct or visiting research or clinical professor may also be used.

**Titles:** Based on the judgment of the host program and Dean, visiting/adjunct faculty may receive working titles of Visiting or Adjunct Professor, Visiting or Adjunct Associate Professor, or Visiting or Adjunct Assistant Professor to reflect their qualifications and professional experiences and to acknowledge the level of accomplishment achieved by the individual being considered for visiting/adjunct faculty status.

**Review and Appointment Process:** The current curriculum vita or resume of the individual nominated for a visiting/adjunct faculty position will be provided to and reviewed by the proposed host program and Chair. With the concurrence of the host program, the Dean will recommend appointment to the Provost (or his/her designee). The following information must be included in the Dean's recommendation submitted to the Provost for review and approval:

- An indication of the individual's willingness to accept the visiting/adjunct faculty appointment;
- A statement about the individual's past involvement with the program (if any), and a description of the nature of the individual's future involvement with the department as a visiting/adjunct faculty member;
- The benefits to the University that are anticipated or expected as a result of the proposed visiting/adjunct faculty appointment;
- The working title to be conferred on the individual (whether visiting or adjunct);
- The desired perquisites to be offered to the individual;
- The current curriculum Vita or resume of the individual.

When the review process is complete, and with the approval of the Provost, the individual will be appointed as a visiting/adjunct faculty member with the appropriate working title and invited to assume the duties and responsibilities of the position. Only upon formal written appointment by the University may the individual use the designated working title.

Visiting/adjunct faculty will be reviewed under the policy governing the evaluation of temporary faculty.

**Resources:** To the extent possible, visiting/adjunct faculty will be given access to University resources similar to those offered and provided to tenured and tenure-track faculty and temporary lecturers. Such resources may include library privileges, access to secretarial and other related assistance, mail delivery, a campus e-mail account, and Bookstore discounts. Office space is available when the adjunct or visiting professor is teaching. The extent of the resources offered to a visiting/adjunct faculty member is at the discretion of the Chair, and such perquisites will be identified in the appointment letter to the individual.

**Limitations:** Unsalaries visiting/adjunct faculty do not count in the host program's faculty headcount or FTEF. While visiting/adjunct faculty members may be listed in University publications, such listings should be for significant and considerable involvement by the visiting/adjunct faculty members in their host departments.