

University of Massachusetts at Amherst
Office of the Provost

December 11, 1987

Adjunct Appointments

Adjunct faculty are defined on this campus as faculty members who do not receive compensation as faculty members from the department or division in which they hold their adjunct rank. They may be paid as staff or faculty members in another department or division, or they may be persons who are not employed by the University in any other capacity.

Adjunct faculty members must meet the same criteria for appointment as any other faculty member, and their rank should be determined by reference to the criteria enumerated in Section 4.4 of the Academic Personnel Policy (“Redbook”), that is:

- a) For an appointment as an Instructor, a candidate must have made substantial progress toward the completion of all requirements for the terminal degree in his or her field of academic specialization, or possess equivalent professional experience that is appropriate to the position to be filled. The candidate must also give promise of academic or professional development and achievement.
- b) For an appointment as an Assistant Professor, a candidate must possess the appropriate terminal degree, or equivalent professional experience. If the candidate has held a faculty appointment at another college or university, he or she must also have a record of achievement in the field of academic specialization. In addition, the candidate must show promise of continuing professional development and achievement.
- c) For an appointment as an Associate Professor, a candidate must possess the appropriate terminal degree, or equivalent professional experience, and must have had considerable academic or professional experience beyond the level which would warrant an appointment as Assistant Professor; must have a record of achievement sufficient to have gained recognition on and off campus from scholars or professionals in his or her field; and must show promise of continuing professional development and achievement.
- d) For an appointment as a Professor, a candidate must possess the appropriate terminal degree, or equivalent professional experience; and must have a record of achievement sufficient to have gained substantial recognition on and off campus from scholars or professionals in his or her field; and must show significant potential for continuing professional achievement.

The appointment of an adjunct faculty member does not require a search. It does require a recommendation from the personnel committee of the department in which the adjunct

appointment is proposed, a recommendation from the department head or chair, and the approval of the dean. The appointment should be made using the same “offer and acceptance” and “notification of personnel action” forms which are used for regular appointments.

The responsibilities of an adjunct faculty member need not include the three functions of teaching, research, creative or professional activity, and service; but may be limited to any one of these areas as determined by mutual agreement among the faculty member, the department head or chair, and the dean. The duties agreed upon should be specified in writing at the time of appointment.

In most cases, each term of an adjunct appointment should not exceed one year, and in no case may a single term exceed five years, but the appointment may be renewed for additional terms.

The rights and privileges of an adjunct faculty member in such matters as participation in faculty meetings and service on faculty committees should be determined by the faculty of the department and should be specified in writing at the time of appointment.

In the event that an adjunct faculty member applies for a regular academic appointment, the criteria and procedures for initial appointment to that rank shall apply. In this case, adjunct service, subsequent to the award of the terminal degree, or equivalent professional experience, may “count” toward the tenure decision year. If the adjunct service was part-time, it should be appropriately pro-rated.