

**College of Natural and Agricultural Sciences  
Adjunct Professor Position Summary**

	<b>ADJUNCT PROFESSOR</b>	
<b>Title Codes</b>	<b>AY: 003258, 003268, 003278, 003361, 003362, 003363 / FY: 003259, 003269, 003279</b>	
<b>Policy Reference</b>	<a href="#">APM 280</a>	
<b>Academic Senate Membership</b>	No. Does not carry tenure nor security of employment.	
<b>Titles/Levels</b>	Adjunct Professor (003258/003259); Adjunct Professor-1/9 (003363) Associate Adjunct Professor (003268/003269); Associate Adjunct Professor-1/9 (003362) Assistant Adjunct Professor (003278/003279); Assistant Adjunct Professor- 1/9 (003361)	
<b>Definition</b>	Titles in this series may be assigned (1) to individuals who are predominantly engaged in research or other creative work and who participate in teaching, or (2) to individuals who contribute primarily to teaching and have a limited responsibility for research or other creative work. Appointees with titles in this series also engage in University and Public Service consistent with their assignments.	
<b>Terms of Service</b>	Appointment to the titles of Assistant and Associate I-III shall be made with a specified end date with a maximum term of two years. Appointment to the titles of Associate IV & V and Full shall be made with a specified end date with a maximum term of three years. Appointment can also be made with no specific end date. It is recommended that such appointment be made only when there is a reasonable expectation of long-term funding. May be with or without salary.	
<b>Duties</b>	Teaching (at least one course per year or evidence of significant contributions to the graduate or undergraduate instructional program), research, and service.	
<b>Degree Requirement</b>	Ph.D.	
<b>Criteria for Appointment</b>	Appointment in this series shall be judged by the following four criteria: 1) teaching, 2) research and creative work, 3) professional competence and activity, and 4) University and public service.	
<b>P.I. Status</b>	Yes	
<b>Advancement Criteria</b>	Advancement in this series shall be judged by the following four criteria: 1) teaching, 2) research and creative work, 3) professional competence and activity, and 4) University and public service.	
<b>Approval Authority</b>	All levels WOS and Assistant I-VI, Dean; all others, Vice Provost for Academic Personnel.	
<b>Salary Scale Range</b>	Academic Year - see salary scale Table 1; Fiscal Year - see salary scale Table 2.	
<b>Off-Scale Allowed</b>	Yes. APM 620-14a (2)	
<b>Vacation Leave</b>	Appointments on a fiscal-year basis for 6 months or more at 50% time or more accrue vacation.	
<b>Sick Leave</b>	No	
<b>8-Year-Rule</b>	There is an 8-year limitation of service for the rank of Assistant Adjunct Professor at more than 50% time, either in that title alone or when combined with titles listed in APM 133-0-c.	
<b>Subject to Layoff</b>	Appointees may be laid off due to lack of work or funds as determined by the appropriate authority.	
<b>Funding</b>	May be supported by State funds and/or non-State funds although these appointments are designed to be supported primarily by non-state funds. At a minimum, 1/2 of the funding for the base salary shall come from funds other than State funds.	
<b>Sabbatical Leave</b>	Not eligible	
<b>Leave with Pay</b>	Eligible - when the leave is in the interest of the University and if funds are available.	
<b>Affirmative Action Search or Waiver Needed for Appointment</b>	<b>Affirmative Action Search</b> - Yes (for paid appointments only). Use Guideline Two from the Faculty Recruitment & Hiring Toolkit - "Affirmative Action Recruitment Guidelines for Academic Positions." <b>Request for Waiver of Search</b> - submit Affirmative Action Search waiver through AP Recruit. This must be approved <i>before</i> the appointment file is forwarded for review.	
<b>Faculty Vote for Appointment/Reappointment</b>	Yes	
<b>Extramural Letters Needed for Appointment</b>	Yes - minimum requirement of 3	
<b>Job Description</b>	Not required	
<b>Bargaining Unit</b>	Non-represented	
<b>APPOINTMENT FILE - INCLUDE THE FOLLOWING:</b>	Adjunct Professor Appointment/Reappointment form, approved AA waiver or AP Recruit Search report (paid appointments only), APSU Bio/Bib, cv (optional), 3 letters of recommendation, and teaching evaluations, if available.	