

ADJUNCT PROFESSOR SERIES AND PROFESSOR-IN-RESIDENCE SERIES - RENEWALS

Definition

- The Adjunct 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; these individuals may be professional practitioners of appropriate distinction. Appointees with titles in this series also engage in University and public service consistent with their assignments. 50% or more of the base salary of the appointee must come from non-State funds. See [APM 280](#) and The CALL, [Adjunct Series](#).
- The Professor-in-Residence series may be assigned to academically qualified individuals who engage in teaching, research or other creative work, and University and public service; intended to be used for individuals supported by non-State funds. See [APM 270](#) and the CALL, [Professor-in-Residence series](#).

General Information

- Renewals can be from one to three (full Professors only) years, based on the availability of funds. End date of renewal cannot surpass the funding end date. End dates must coincide with pay period end dates for AY appointments (October 31st, February 28th/29th, or June 30th).

Submitting the Action

Please submit the following to Luskin:

- ☐ Original Adjunct/Professor-in-Residence Series Renewal Form
- ☐ Updated History Record (do not include the current year)

Helpful hints for completing the Adjunct/Professor-in-Residence Series Renewal Form: (complete all fields)

Salary

Enter the annual and monthly salary rate **OR** check the WOS box.

Term of Appointment

Enter begin and end date. Length of renewal can now coincide with the term of the appointment (two years for Assistant and Associate rank; three years for full Professor rank) as long as funding is secure for the same time period. End dates must coincide with pay period end dates for AY appointments (October 31st, February 28th/29th, or June 30th).

Provide name of supervisor

Note: The *ipso facto* statement is included in the appointment section; therefore, a renewal letter is no longer needed.

Additional Comments, (optional)

You may provide additional comments relating to the renewal of appointment, elaborate on the employee's general responsibilities, etc. When filled out on-line, the box will expand.

Routing and Approval

The Luskin analyst will review the case and then forward it to the Dean for review. The Dean has final approval authority on both types of renewals. The Luskin analyst will direct a copy of the approved/disapproved form to the department who will then provide a copy to the employee.

