

RESEARCHER / ADJUNCT PROFESSOR – DUAL TITLES

General Information

- Dual titles are not advisable for new appointments; new appointments should be made in the Adjunct series since research is a component of that series
- Researchers who are given a teaching assignment must be appointed in the Adjunct Professor series at the same rank and step as the individual's current Researcher rank and step
- When a Researcher teaches, the research percent must be reduced appropriately; the combined total must not exceed 100%
- Mandatory reviews are to follow the Research series, since it is the primary appointment
- There is an Eight-Year Limit at the Assistant Researcher rank, either in that title alone or when combined with a Visiting Assistant Researcher title, with or without salary. For Assistant Researchers who have already been appointed, the clock starts on July 1, 2013 and they have 8 (eight) years to advance to Associate Researcher.
- There is an 8-year limit at the Assistant Adjunct Professor rank for appointments at 51% or more (calculated over a lifetime on any campus and combined with other titles as listed in APM 133-0-a and Appendix 14 of the Call)
- Limit on 19900 funds: there is an 8-year limit for appointments at 51% or more (combined with other titles as listed in APM 133-0-a and Appendix 14 of the Call)
- A search is not required for this type of "additional" Adjunct appointment, but entry in Opus is required

Submit the following to Luskin:

- ☐ Original plus one (1) single-sided copy to Luskin
- ☐ **UC Recruit Search Report** (1 copy only)
 - Including the Applicant Disposition section, "No search necessary, not deemed a regular appointment."

Modified Dossier Contents in the order below:

- ☐ **Data Summary cover page** modified dossier to add the Adjunct title (emailed to Luskin Analyst)
- ☐ Updated **History Record**
- ☐ **Vote** page
- ☐ **Bio** page (assistant rank only)
- ☐ **Teaching** page with evaluations, *if applicable*
- ☐ **Department Assessment**
Note: When the researcher is appointed in another school, obtain their Chair's signature concurrence.
- ☐ **CV**
- ☐ Other (no extramural letters are required regardless of rank)

Publications

Do not submit these to Luskin.

Opus

Entry is required – enter as a Split appointment with the Researcher 11/12 and the Adjunct 9/12

Approval and EDB

- Even though the salary in the Adjunct series is considered off-scale, the Dean has final approval authority
- Once approved, the Adjunct appointment is entered in EDB as Without Salary on a 9/12 basis
- When the Adjunct teaches, enter an Adjunct appointment in EDB at the appropriate percent of time and the same monthly salary as the Researcher appointment, using the 9/9 pay periods (Fall = Oct – Dec; Winter = Jan - March; Spring = April – June).
 - Thus, when the employee teaches, s/he will have three concurrent appointments in EDB:
 1. Researcher 11/12 (for the year)
 2. Adjunct 9/12 (without salary for the year)
 3. *Adjunct 9/9 (at the appropriate percent of time for the quarter)

* To clarify further, when updating EDB for the 9/9 teaching paid period, use the appropriate Title Codes (3361: Asst Adj Prof-AY-1/9, 3362: Assoc Adj Prof-AY-1/9, 3363: Adj Prof-AY-1/9).

Submit Appointment or Offer Letter to Luskin

Researchers who are given a teaching assignment must be appointed in the Adjunct Professor series at the same rank, step and salary as the individual's current Researcher appointment.

- **Important** – The Adjunct offer letter or appointment letter must clearly specify the teaching and research components (including approved rank, step, salary, percent of time, term of appointment, *ipso facto* statement, etc.)