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.

Updated: 05/2016
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.)