

COURTESY DESIGNATION: ADJUNCT FACULTY SAN FRANCISCO STATE UNIVERSITY

This is intended to clarify the designation process and responsibilities of the courtesy designation of Adjunct faculty, and does not alter the policy or procedures governing the appointment of temporary faculty. If an Adjunct faculty member is to receive a salary, s/he may be designated as an Adjunct Professor but must be hired as a Lecturer in accordance with the normal procedures and guidelines found in Article 12 of the Collective Bargaining Agreement and Academic Senate policy F99-160.

Definition. Adjunct faculty academicians and other individuals are typically engaged in research or other creative work that provides opportunities for SFSU faculty and students to pursue research and scholarship at SFSU or at other institutions and facilities.

Titles. Adjunct faculty may be designated as Adjunct Lecturer, Adjunct Professor, Adjunct Associate Professor, or Adjunct Assistant Professor to reflect the level of accomplishment that, in the judgment of the Department and Dean at SFSU, has been achieved by the individual under consideration.

Review and Designation Process. Departments/programs are expected to submit a request to the college dean. The college dean will forward the request for designation to the AVP of Faculty Affairs for approval. The request must include:

- C.V. of the proposed adjunct faculty member;
- Indication by the proposed Adjunct faculty member of his/her willingness to accept the designation;
- Rationale and recommendation by department chair;
- Recommendation by the college dean;
- The start and end dates of the designation, not to exceed a period of one year.

The request may be initiated by the college dean. In such cases, the dean is expected to consult with the department. In addition to the above, the request must include:

- Rationale and recommendation by the college dean;
- Recommendation by the department chair.

The Office of Faculty Affairs will keep a record of Adjunct Faculty courtesy designations and will review the currency of courtesy titles on a yearly basis.