

**University of Massachusetts Boston**  
**Definition & Procedure for Appointment of Adjunct Faculty Members**

Many higher education institutions use the term “adjunct faculty” in various ways. At UMass Boston, this term is used to indicate that a person has been asked or is permitted to establish an unsalaried relationship with the University for the mutual benefit of the individual and the University. Such appointments may be approved when the candidate, for whatever reason, seeks academic recognition at or through UMass Boston and such an appointment is consistent with the goals of the University.

Academic Personnel Policy of the University of Massachusetts (T76-081) specifies that adjunct appointments are “special academic appointments” as defined in Article 4.11 and explained in Section III, B.4 of the Implementation Guidelines. Specifically, adjunct faculty will:

- Be unsalaried, and compensation shall not be awarded or guaranteed as any part of the relationship (including honorariums, travel costs, etc.);
- Be for individuals who are seeking affiliation with the University who have contractual obligations to another institution that forbids a salaried relationship with another institution, or for individuals who volunteer their services in teaching or research capacities and, by virtue of their expertise and qualifications, merit appointment to an academic rank;
- Have an academic rank awarded on the basis of criteria established in T76-081, Article 4.4 or as Lecturer, defined in III, B.2 of the Implementation Guidelines;
- Normally be limited to one academic year, but may be renewed annually by mutual agreement.

Adjunct appointments are not processed by the institution’s conventional personnel system because there is no salary involved and hence, no payroll relationship. However, in order to track these appointments, the following procedures will be followed to establish a “record” of adjunct employment.

- I. The following documentation shall be provided to the Dean for any adjunct appointees:
  - Letter from Department Chairperson or designate to the College Dean requesting the appointment and describing the advantages of the appointment to the University. This justification must include any understandings between the department and the candidate resulting in the unsalaried appointment (such as benefit to the University and candidate, considerations exchanged, reason for unsalaried nature of appointment, privileges or resources extended to the candidate, etc.)
  - Appropriate documentation of credentials (curriculum vitae, letters of recommendation or reference, etc.) and justification of rank following the prefix “Adjunct”
  - Personnel Data Questionnaire (form available from Human Resources) so that a record of the appointment can be established
  - Personnel Action form to “hire” or “reappoint” the individual, indicating the period of the appointment, the Adjunct rank, and any other pertinent job information
- II. If approved by the Dean, he/she sends a letter of recommendation to the Provost, along with the supporting materials from the department and candidate.
- III. If approved, the Provost will notify the Dean in writing.

Annual renewal of adjunct appointments (“reappointment”) may be considered, recommended, approved and announced prior to the beginning of each academic year. Such reappointment shall be approved by the Dean and Provost on the basis of continuing benefit to the individual and the University, and shall be confirmed in writing.