

ADJUNCT FACULTY APPOINTMENTS

FREQUENTLY ASKED QUESTIONS

Spring 2016

1.

Q: Are Consulting titles changing immediately?

A: No, not immediately. Consulting appointments and reappointments will not be approved after June 1, 2016. However, those individuals currently holding a Consulting position will be able to retain the title for the duration of their current appointment.

As an individual's end date nears, the department should review the person's programmatic role and make a decision about whether a transition to Adjunct Professor, Adjunct Lecturer, Visiting Scholar (unpaid) or an Academic Staff-Research title (paid) would be most appropriate.

2.

Q: What should we be telling our Consulting faculty about the introduction of the new Adjunct Professor and Adjunct Lecturer titles?

A: The Office of Academic Affairs has prepared a template (insert link) for notifying current Consulting faculty about the discontinuation of the Consulting title and the introduction of the Adjunct Professor and Adjunct Lecturer titles. It is recommended that all Consulting Faculty be given advance notification about the change.

3.

Q: What are the primary differences between current Consulting faculty positions and the new Adjunct Professor title?

A: While Consulting faculty may be involved in research, teaching and/or clinical care activities, the title of Adjunct Professor will be reserved for those who are involved in the School's teaching mission, broadly defined, to include formal didactic courses, small group sessions or with individual trainees, as well as advising, mentoring and/or coaching of undergraduates, medical students, residents, clinical and postdoctoral fellows, or ancillary staff (e.g., nurses).

Another key difference is that a Consulting faculty member's primary involvement must be in business, industry or government. Adjunct Professors may, but are not required to, have such involvement.

A third difference is that while Consulting appointments are made at the rank of assistant, associate or full consulting professor, there are no ranks in the Adjunct line other than the title of Adjunct Professor or Adjunct Lecturer.

For other differences, please see the Consulting/Adjunct comparison chart.

4.

Q: What types of appointments are available for those who are doing research or providing research support on either a paid or unpaid basis?

A: Research Associate, Senior Research Scientist, Senior Research Scholar, Visiting Scholar, or Visiting Faculty.

For faculty from other academic institutions who are invited to Stanford during a period of sabbatical at their home institution can be appointed to either the Visiting Scholar line on an unpaid basis or the Visiting Faculty line on either a paid or unpaid basis. The title of Visiting Scholar is available for qualified individuals, who are employed at another institution or organization, to visit Stanford for an extended period in order to advance a collaborative research activity. The individual must have a doctoral degree or recognized expertise in his or her field and must have a source of financial support from outside Stanford. In addition, this classification is appropriate for the appointment of qualified individuals from industry, government or other organizations, including retirees, who wish to visit Stanford on an unpaid basis. Appointments may be made for up to a year and are renewable for a second year. An extension beyond two years is granted only for extraordinary and compelling reasons.

For paid positions, titles in the Academic Staff – Research line are available, such as Research Associate, Senior Research Scientist and Senior Research Scholar. These positions fall under the auspices of the Dean of Research and more information is available in the Research Policy Handbook (**add link**).

5.

Q: What type of position is available for someone who makes contributions in both teaching and research activities?

A: Such an individual would be able to have a part-time position as either an Adjunct Professor or Adjunct Lecturer as well as a part-time position in the Academic Staff – Research line. The latter positions fall under the auspices of the Dean of Research and would need to be paid.

6.

Q: What is the difference between an Adjunct Professor and an Adjunct Lecturer appointment?

A: These positions are defined by the level of responsibility they bring to the teaching mission. While Adjunct Professors may be the primary instructor or co-instructor of courses, teach graduate seminars or be co-advisors on masters or doctoral theses, the primary contribution of Adjunct Lecturers is limited to assisting in courses or being involved on a regular basis with courses and other aspects of the educational mission (e.g., serving as mentors, coaches or advisors for student projects over a period of multiple weeks, or working with faculty members to develop a course or organize and manage a lecture series). Individuals who provide only occasional guest lecturing, coaching, or panel participation should not be appointed as Adjunct Lecturers.

7.

Q: What is the difference between an Adjunct Lecturer and a Lecturer position?

A: Lecturers are classified as Academic Staff-Teaching, and the title is used for individuals who perform a significant amount of the regular instruction with continuing programmatic need in departments and programs; for persons of special expertise or scholarly distinction who are asked on an occasional basis to give a course or part of a course in their specific fields; and for individuals who are employed to meet specific departmental needs created by faculty leaves or unanticipated student load. Searches are expected to be carried out for positions that are greater than .50 FTE and are for one year or more; appointments are approved at the departmental, School and University levels.

Adjunct Lecturers fall under the classification of Other Teaching Titles and, as indicated above, are primarily involved in assisting in courses or other roles in support of the faculty.

8.

Q: When can we start appointing Adjunct Professors and Adjunct Lecturers?

A: The School will begin appointing Adjunct Professors and Adjunct Lecturers effective June 1, 2016. Appointment files should be submitted one month in advance of the appointment start date or two months in advance if a J-1 visa is involved.

9.

Q: What is the duration of Adjunct Professor and Adjunct Lecturer appointments?

A: Appointments may range from a minimum of one quarter to a maximum of three years, depending upon programmatic need, and are renewable. The chair's transmittal memorandum should describe the programmatic need and provide justification for the length of the appointment, especially in cases where the term is for more than one year.

10.

Q: Can Adjunct Professors and Adjunct Lecturers be retired or self-employed?

A: Yes. Please note, however, that this position is not appropriate for individuals whose profession is primarily academic, with the exception of faculty who have retired from other academic institutions.

11.

Q: Can a person's sole professional role be as an Adjunct Professor at Stanford?

A: Yes.

12.

Q: We understand that Adjunct Professors can be paid or unpaid. If we want to pay someone, how do we determine the level of salary or honoraria?

A: The amount of any salary or honoraria for Adjunct Professors and Adjunct Lecturers is at the discretion of the department or institute. Considerations should include an individual's expertise and experience, the level of his or her contributions, and equity based on these factors.

13.

Q: For consulting positions, the candidate's rank was determined by his or her level of experience. Will there be any problem in appointing a relatively junior person as an Adjunct Professor?

A: Since appointments as Adjunct Professor will be based on the individual's expertise and anticipated programmatic role rather than his or her years of experience, junior candidates are eligible for consideration.

14.

Q: Can Adjunct Professors have secondary appointments?

A: In most cases, individuals appointed as an Adjunct Professor will make contributions to and be affiliated with a single department. However, in situations where an individual will also be making significant contributions to another department, an exception request for a secondary appointment should be submitted jointly to the Vice Dean by the chairs of the primary and secondary departments. Such requests may be made either at the time of the initial appointment or at the time of reappointment.

15.

Q: Can Adjunct Professors and Adjunct Lecturers be appointed in academic units other than departments?

A: Yes, they can be appointed into the School's four Institutes as well.

16.

Q: What is the process for transitioning someone from a Consulting position to Adjunct Professor or Adjunct Lecturer?

A: As noted earlier, individuals may continue to hold their consulting titles for the duration of their current appointment. As the appointment end date nears, departmental faculty leadership should review the person's anticipated programmatic role and determine which position – Adjunct Professor, Adjunct Lecturer, Visiting Scholar (unpaid) or an Academic Staff-Research title (paid) – would be most appropriate.

Streamlined appointment processes are available for those transitioning to Adjunct Professor, Adjunct Lecturer and Visiting Scholar positions with the requirement for letters of evaluation being waived. Any teaching evaluations, if available, should be included for those being appointed as Adjunct Professor or Adjunct Lecturer. If teaching evaluations are not available, the chair's transmittal memorandum should discuss evidence – both quantity and quality -- to date of the candidate's teaching as well as justification for multi-year appointments.

17.

Q: What is the process for appointing an Adjunct Professor?

A: As outlined on OAA's website, recommendations for new appointments should include a transmittal memorandum from the department chair to the Vice Dean, the "green form" (recommendation for appointment form), the candidate's curriculum vitae, three letters of evaluation, a draft offer letter (paid) or letter of invitation (unpaid), and evidence of a successful background check (paid). The chair's transmittal memorandum should briefly discuss available evidence of the candidate's teaching ability and explain how the candidate and his or her qualifications came to the notice of the department.

18.

Q: What is the minimum compliance training required for Adjunct Professor positions?

A: At a minimum, all Stanford appointees should agree to abide by all Stanford University policies, including the University's Code of Conduct and applicable Conflict of Commitment and Conflict of Interest policies. Other training is dependent upon the type of position the individual holds and whether it is paid or unpaid. It is the responsibility of the department or institute to determine training requirements by reviewing the Administrative Guide and relevant pages associated with the Research Compliance Office and the Office of Environmental Health and Safety, for example, and for bringing such training requirements to the attention of candidates.

19.

Q: May Adjunct Professors or Adjunct Lecturers provide their contributions remotely (that is, at a distance)?

A: No, individuals holding such titles must have an on-campus presence.

20.

Q: Is the Adjunct Clinical Faculty line changing? Or the Lecturer line?

A: The Adjunct Clinical Faculty (ACF) line and the title of Lecturer (part of Academic Staff - Teaching) will remain the same. The only change is that Consulting Faculty positions will be phased out and replaced by the titles Adjunct Professor and Adjunct Lecturer.