

March 21, 2002

TO: CEE Faculty

FR: Deb Niemeier, Chair
Department of Civil and Environmental Engineering

RE: Process for consideration and appointment of without salary (WOS) adjunct faculty

The purpose of this memo is to clearly define the process for nominating, considering, and appointing without salary (WOS) adjunct faculty to the department. Note that WOS adjunct faculty play an important role in the department including advising students and increasing our visibility. These appointments also impact the merit review process and potentially the department's budget (if WOS adjunct faculty do not meet the teaching requirement of their appointment through graduate student advising) and thus, should be the subject of serious deliberation. WOS Adjunct faculty members have certain rights and privileges: they are members of the graduate program and can vote on graduate matters, they are typically provided office space if requested, and they do not vote on personnel matters.

To ensure that anyone seeking consideration for a WOS adjunct appointment may do so, the department has established the following policies:

1. The department chair will issue a call for adjunct nominations by department faculty (senate) members by each fall.

The nomination material should include a nomination letter signed by two faculty members and a recent C.V. for the nominee. Individuals who have received their Ph.D.s from the UC Davis CEE department, and were subsequently employed by the department as postgraduate engineers, research engineers, development engineers cannot be appointed as adjunct professors to the department unless they have had prior *professional* experience elsewhere.

2. A 3-person review committee appointed by the department chair shall be established for the purpose of reviewing outside letters and preparing a written evaluation and recommendation that will be made part of the nomination material.

The 3-person review committee whose members will be made up of the specialty area of the nominee and who are not the same as the two nominating faculty,

3. The decision to request outside letters shall be decided by a vote of the department. The solicitation of outside letters shall follow standard practices as described in the APM.
4. Upon the receipt of outside letters for candidates in the current year's pool, seminars and appointments with faculty and students will be scheduled (usually in late winter or early spring).
5. After each candidate has presented his/her seminar and met with faculty and students, a personnel meeting will be scheduled in which candidates will be voted upon. It is anticipated that this meeting will occur in the spring of each academic year. The vote to appoint an adjunct will be by simple majority of the eligible faculty who vote.

