Guidelines for Use of “Without Salary” Faculty or Academic Professional Appointments for Persons Outside of the University

To be used by all colleges with the exception of those in the Academic Health Center* and where otherwise noted.

The following guidelines are for use when appointing individuals when their “without salary” (WOS) appointment is the person’s primary relationship with the University.

Use these guidelines in determining when an academic** WOS appointment is appropriate and permissible, in deciding which classification is to be used in making the appointment, what privileges/benefits accompany the appointment, and in developing a plan for departments around these appointments. These guidelines are given to provide for consistency in the use and treatment of “without salary” (WOS) faculty and academic professional appointments, and to assure a differentiation of WOS professorial rank (professor, associate professor, assistant professor, or instructor) appointments from those appointments where use of the professional rank title without the use of a prefix is permitted. Regular, temporary and visiting appointments are excluded from coverage under these guidelines.

The following documents accompany these guidelines:

- **Academic “Without Salary” Category/Reasons and Appointment Chart - an abbreviated reference chart outlining the reasons and appointment options (link)**
- **College/Department-Specific Plan for use of Academic “Without Salary” Appointments - a suggested outline of what to include in a college/department specific plan for working with persons with these categories of WOS appointments (link)**
- **Privileges/Benefits that Accompany an Academic “Without Salary” Appointment (link)**

PERMISSIBLE REASONS FOR ACADEMIC “Without Salary” APPOINTMENTS FOR PERSONS OUTSIDE THE UNIVERSITY

There are reasons when a faculty or academic professional WOS appointment given to persons outside the University is appropriate in recognizing significant expertise and continuous service to the University. These reasons group into 3 main categories. Appointments are to be made in alignment with each category according to the detail provided below. Where options are given under a category, a choice is to be made and followed with consistency in the unit.

The three categories under which academic WOS appointments fall pursuant to these guidelines are:

- Instruction ~ both formal classroom or community-based (link to section)
- Research (link to section)
- Other Service (link to section)

Permissible reasons, requirements, and appointment options are outlined under each category. The following two documents, tailored to these guidelines, are provided to assist in making appropriate appointments:

- **Academic Job Codes and Titles as Applied to these Guidelines (link)**
- **Academic Appointment Types and Definitions as Applied to these Guidelines (link)**

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* These guidelines do not apply to AHC community-based (without salary) appointments. AHC has its own policy.
** Academic means faculty and academic professional strictly for purposes of this policy.
*** This option does not apply to UMD for instructional P&A’s or research.
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Also included are appointment letter checklists to be used when appointing Faculty or P&A employees to WOS appointments in accordance with these guidelines.

- "Without Salary" Term Faculty Appointment Letter Checklist (for use when this appointment is the person’s primary relationship with the University)
- "Without Salary" P&A Appointment Letter Checklist (for use when this appointment is the person’s primary relationship with the University)

**INSTRUCTION**

Permissible Reasons:

1. To provide for a courtesy faculty appointment to individuals who provide teaching effort and who work for an agency or firm with whom a contract for teaching/other professional service is held.
2. To indicate a teaching appointment where an external entity is paying for the work. 
   Example: Naval Science and other military organizations --- the government pays the salary of the people doing the teaching.
3. To appoint a person (e.g., retiree from a corporation) who is volunteering to teach a course.
4. To appoint a person who assists at times with instruction, but does not teach the entire course.
5. To appoint individuals who are providing “on the job” instruction and oversight for professionals-in-training.

Requirements:
The adjunct or adjunct teaching prefix must be used with the faculty rank title.

Appointment Options:

**Option 1**

**Job Codes/Titles:** Faculty rank titles with the adjunct prefix – e.g., Adjunct Assistant Professor (9403A).

**Appointment Types:**

- A – Adjunct from Outside the University
- U – Clinical
- Z – Non-Credit Teaching/Other Professional Work

**Option 2**

**Job Codes/Titles:** Faculty rank with both the adjunct and teaching prefixes – e.g., Adjunct Teaching Associate Professor (9402AT)

**Appointment Types:**

- A – Adjunct from Outside the University
- U – Clinical
- Z – Non-Credit Teaching/Other Professional Work

**Option 3**

**Job Codes/Titles:** Officially hire the individual into an adjunct faculty appointment, e.g., Adjunct Assistant Professor (9403A) and provide for a position working title – e.g., Adjunct Assistant Language Professor. If using a professional rank as part of the working title, the adjunct prefix must be used.

**Appointment Types:**

- A – Adjunct from Outside the University
- U – Clinical
- Z – Non-Credit Teaching/Other Professional Work
**Option 4 ***

**Job Codes/Titles:** P&A Instructional Appointment–Teaching Specialist (9754), Senior Teaching Specialist (9771), Lecturer (9753), or Senior Lecturer (9770); Clinical Preceptor (9756)

**Appointment Types:**
- K – Annual Renewable Contract
- J – Multiple Year Contract
- Z – Non-Credit Teaching/Other Professional Work

**RESEARCH**

**Permissible Reasons:**
(1) To provide for a courtesy faculty appointment for a faculty member from another institution who is providing research collaboration and where a contract is entered into with the faculty member’s home institution.
(2) To provide an appointment for research collaborators who are not employees of the University, but who are working in relation with University faculty.
(3) To provide for short term research-related appointments to foreign visitors, often termed “visiting scholars”.

**Requirements:**
The adjunct or adjunct research prefix must be used with the faculty rank title.

**Appointment Options:**

**Option 1**
**Job Codes/Titles:** Faculty rank titles with the adjunct prefix—e.g., Adjunct Professor (9401A).

**Appointment Types:**
- A – Adjunct from Outside the University
- Z – Non-Credit Teaching/Other Professional Work.

**Option 2**
**Job Codes/Titles:** Faculty rank with both the adjunct and research prefixes – e.g., Adjunct Research Professor (9401AR)

**Appointment Types:**
- A – Adjunct from Outside the University
- Z – Non-Credit Teaching/Other Professional Work.

**Option 3***
**Job Codes/Titles:** P&A Research Appointment–Research Specialist (9755); Research Fellow (9703); Research Associate (9702)

**Appointment Types:**
- K – Annual Renewable Contract
- J – Multiple Year Contract
- Z – Non-Credit Teaching/Other Professional Work

**OTHER SERVICE**

**Permissible Reasons:**
Reason 1: To collaborate on outreach activities.
Reason 2: To serve on the University of Minnesota Graduate Faculty Committee (committee member and/or advisor).

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**Requirements:**
Reason 1: The adjunct or adjunct service/outreach prefix must be used with the faculty rank.
Reason 2: The job code and title indicated below must be used.

**Reason 1**
Appointment Options:

**Option 1**
Job Codes/Titles: Faculty rank with the adjunct prefix—e.g., Adjunct Assistant Professor (9403)

Appointment Types:
- A – Adjunct from Outside the University
- K – Annual Renewable Contract
- J – Multiple Year Contract

**Option 2**
Job Codes/Titles: Faculty rank with both the adjunct and service/outreach prefixes—e.g., Adjunct Service/Outreach Instructor (9404)

Appointment Types:
- A – Adjunct from Outside the University
- Z – Non-Credit Teaching/Other Professional Work

**Option 3**
Job Codes/Titles: Academic Professional (97xx; 9621-9630) job code/title appropriate to the work

Appointment Types:
- K – Annual Renewable Contract
- J – Multiple Year Contract

**Reason 2**
Appointment Required:

Job Code/Title: 9996 Grad School Committee Member

Appointment Type:
- O – Other
NON-PERMISSIBLE REASONS FOR ACADEMIC “Without Salary” APPOINTMENTS for PERSONS OUTSIDE THE UNIVERSITY

- To provide new hires access to University privileges (e.g., e-mail, library access) prior to the official start date of the appointment.

Appointments for these individuals should be placed with a future dated row within the Human Resources Management System (HRMS). After their appointment information is entered and within 6 months of the official start date, employees can contact the E-mail/Internet Account office through the helpline (1-HELP) to obtain their Internet ID. Should the employee not actually begin the appointment, the department must terminate it.

- To provide University privileges to maintain a relationship with an individual (with or without obligation to the University) after the appointment has been terminated, or to establish an affiliation relationship for reasons deemed political by the unit/department or to recognize personal friendships or other marks of cronyism.

The title of Honorary (college/department) Fellow, or other title agreed to within the unit, is to be used on a very limited basis to recognize long-standing and/or symbolic relationships with individuals where an appointment would not be considered appropriate. Each college/department would track the individuals granted an honorary title.

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