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

College/Department-Specific Plan for Use of Academic “Without Salary” (WOS) Appointments

Colleges/departments are strongly encouraged to create a plan specific to their unit and the management of individuals whose primary relationship with the University is a “without salary” appointment.

Expectations for Service:
   a) Defined acceptable level of service to warrant a “without” salary appointment
   b) Compliance with established University and collegiate/departmental parameters and University WOS Guidelines or collegiate policy

Appointment Criteria – minimum appointment threshold:
   a) Credentials/licensure
   b) Competencies
   c) Rank-specific criteria, if used

Appointment Parameters:
   a) Use of permissible job codes/titles and appointment types consistent with the reason for the appointment.
   b) Duration of appointment typically one year, but no longer than three.

Communication with Appointed Individual, Letter Outlining:
   1) Specific appointment detail (official University classification, working title [optional], term [length] of appointment)
   2) Compliance (appropriate use of title, etc.)
   3) Responsibilities
   4) Performance expectations
   5) Privileges/Benefits that accompany a WOS appointment (e.g., email/internet account, U Card, various discounts)

Performance Review Strategy:
   a) For adjunct, teaching specialist or lecturer appointments, follow process outlined in the Administrative Policy: Academic Appointments with Teaching Functions.
   b) For other appointments, establish a process to ensure the quality of those holding these appointments.

Promotion Criteria:
   a) If promotions are permitted, criteria for moving from one faculty rank to another are needed, and for the teaching specialist and lecturer series, establish appropriate criteria for promotion, as well.

Recognition for Service:
   • Certificate
   • Other – non-monetary