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

Academic Appointment Types and Definitions as Applied to these Guidelines

**Instruction**

Appointment Types:

- **A** – Adjunct from Outside the University
  An appointment is designated Adjunct from Outside the University when the appointee holds a principal occupation in their profession outside of the University or is retired from such occupation and is hired primarily to teach credit coursework or carry out research. These appointments normally would not exceed 20-30 percent time and are annually renewable.

- **U** – Clinical
  An appointment is designated Clinical (U) when the appointment is community based and the appointee holds a principal occupation in their profession outside the University. These appointments normally should not exceed 20-30 percent time and are annually renewable.

- **K** – Annual Renewable Contract
  Annual (K) appointments are date specific and are for one year or a portion thereof. Annual appointments are renewable at the discretion of the responsible administrator.

- **J** – Multiple Year Contract
  Multiple (multi) year (J) appointments are date specific and made for a stipulated period of more than one year, not to exceed five years.

- **Z** – Non-Credit Teaching/Other Professional Work
  Non-credit teaching/other professional work (Z) appointments are made when the instruction is for non-credit courses, or for performing “other professional work” [as relates to instruction as appropriate under this category].

**Research**

Appointment Types:

- **A** – Adjunct from Outside the University
  An appointment is designated Adjunct from Outside the University when the appointee holds a principal occupation in their profession outside of the University or is retired from such occupation and is hired primarily to teach credit coursework or carry out research. These appointments normally would not exceed 20-30 percent time and are annually renewable.

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- **Z** – Non-Credit Teaching/Other Professional Work
  Non-credit teaching/other professional work (Z) appointments are made when the instruction is for non-credit courses, or for performing “other professional work” [as relates to research as appropriate under this category].

**Other Service**

Appointment Types:

- **A** – Adjunct from Outside the University
  An appointment is designated Adjunct from Outside the University when the appointee holds a principal occupation in their profession outside of the University or is retired from such occupation and is hired primarily to teach credit coursework or carry out research. These appointments normally would not exceed 20-30 percent time and are annually renewable.
- **K** – Annual Renewable Contract
  Annual (K) appointments are date specific and are for one year or a portion thereof. Annual appointments are renewable at the discretion of the responsible administrator.

- **J** – Multiple Year Contract
  Multiple (multi) year (J) appointments are date specific and made for a stipulated period of more than one year, not to exceed five years.

- **Z** – Non-Credit Teaching/Other Professional Work
  Non-credit teaching/other professional work (Z) appointments are made when the instruction is for non-credit courses, or for performing “other professional work” [as relates to research as appropriate under this category].

- **0** – Other
  When designating non-employee appointments with very limited use and requiring specific approvals.