

II-33  
**WITHOUT SALARY TEACHING APPOINTMENTS**  
(Revised 9/18)

In order to serve as the instructor of record for a course that provides campus credit, or to formally advise graduate students, it is necessary to be appointed to a faculty title. In general, an individual who will perform these duties should be paid under the appropriate title as outlined in Red Binder section II. There are rare situations where use of a without salary teaching title may be appropriate. The without salary teaching title will normally be as either an Educator without Salary (title code 1675) or the Adjunct Professor series without salary (Red Binder V-17), dependent upon the qualifications of the individual and the range of duties to be performed.

- A. Individuals holding non-Senate academic research titles (e.g. Professional Researcher, Project Scientist) may be appointed to a without salary teaching title to teach classes that are directly related to the individual's research program and/or to serve as advisors to students. Note that effort reporting implications for researchers paid from external sources must be taken into consideration.
- B. Individuals holding non-research academic titles (e.g. Academic Coordinator) or staff titles (e.g. Environmental Health & Safety Officer) may be appointed to a without salary teaching title when 1) the class being taught is related to the individual's regular job duties and 2) the individual would suffer a loss in pay if time in the regular position were reduced and replaced with a paid teaching title appointment.
- C. In addition, there are occasional situations when an individual not otherwise employed by the University offers to teach a course without salary. In such cases it must be clearly documented that the individual is volunteering to teach without salary. Departments are encouraged to consult with their Dean's office or Academic Personnel prior to initiating without salary teaching agreements.

Requests for appointment in the Adjunct Professor series without salary must be requested in accord with Red Binder V-17, IV. To request appointment as Educator without Salary the following documents must be submitted to Academic Personnel, via the Dean's office:

- Current CV
- UCSB Biography form
- Departmental recommendation letter that includes a summary of the candidate's qualifications, the teaching that will take place, and the justification for the use of the Educator without Salary title