



This Appointment Type Job Aid Covers:

[Faculty Appointment Types](#)

[Staff Appointment Types](#)

[Student Appointment Types](#)

FACULTY APPOINTMENT TYPES

Open-Rank

Open-Rank includes any faculty title within the Tenure/Tenure track, Non-Tenure and Clinician Educator appointment types.

Tenure/Tenure Track [See Policy on Academic Freedom and Tenure, Faculty Handbook](#)

Non-Tenured Faculty

Non-Tenured Faculty includes faculty with the following academic titles who are not of tenure/tenure track status: Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor or Lecturers that have regular appointments, as well as all faculty who have Junior and Senior faculty academic titles, but are not of tenure/tenure-track status.

Clinician Educator faculty

Clinician Educator Faculty includes health professionals with appropriate professional degrees who are primarily engaged in patient care and teaching, and may have related scholarly responsibilities. While they are not eligible for tenure, they may hold the rank of Professor, Associate Professor, Assistant Professor, or Lecturer.

Research Faculty

Research Faculty includes faculty with the following academic titles who are engaged primarily in research activities and have qualifications similar to those held by tenure-track faculty:

Research Lecturer

Research Assistant Professor

Research Associate Professor

Research Professor

Research Scholar

They may occasionally teach or serve as members of thesis or dissertation committees. These positions are primarily filled non-competitively and these appointments are renewable annually for an unlimited time. Appointments are temporary in nature, and therefore, research faculty

are not eligible to vote in the general faculty. Such appointments are renewable annually and are non-probationary.

Temporary Faculty

Temporary faculty are usually hired for a temporary one-year appointment as a visiting professor to fill positions to replace faculty members on leave, or whenever an appointment has to be made so late that normal search procedures cannot be followed. Full-time temporary appointments shall not normally lead to tenure and these appointments do not exceed a total of three years. The faculty member receives a contract and a "visiting" tenure code. If employed for more than one semester the faculty member is entitled to University benefits.

Temporary, Part-Time Faculty

Temporary, part-time faculty are locally recruited, hired to teach for less than full-time for a semester at a time, paid by the course each semester and who do not receive University benefits. On occasion there may be a need for full-time service but these faculty are still paid by the course each semester and do not receive a contract, nor University benefits.

[Back to top](#)

STAFF APPPOINTMENT TYPES

For further information on staff employee classifications please refer to [University Administrative Policies and Procedures Manual #3200, \(UAPPM\) Employee Classification](#)

Exempt Employee

Exempt employees are salaried employees, are paid on the monthly payroll, and are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Exempt employee positions including, but not limited to, such positions as directors, managers, and professional staff, such as engineers, attorneys, and physicians.

Non-Exempt Employee

Non-exempt employees are employees paid on an hourly basis and are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. Non-exempt staff employees are paid on the bi-weekly payroll and hours worked are reported on a time sheet. They are entitled to premium compensation for overtime work. Non-exempt employee positions include such positions as secretarial, clerical, maintenance, and service workers. Part-time exempt staff earning less than \$455 per week are classified as non exempt.

Regular Full-Time Employee

A regular full-time employee is hired for an indefinite period of time and is normally scheduled to work forty (40) hours per week. Appointment is continuous, subject to satisfactory performance and availability of funding.

Regular Part-Time Employee

A regular part-time employee is hired for an indefinite period of time and is scheduled to work less than forty (40) hours per week. Employees in this category are classified either as three-quarter time (3/4), normally scheduled to work 30-39 hours per week; half-time (1/2), normally scheduled to work 20-29 hours per week; or less than half-time, normally scheduled to work 1-19 hours per week. Appointment is continuous, subject to satisfactory performance and availability of funding. Part-time employees working less than half-time (1/2) are considered non-benefits eligible.

Term Appointment Employee

A term appointment employee is hired (full-time or part-time) into a position that is designated to run for a defined period of time. This may happen for various reasons; such as, the position is funded from non-recurring sources (e.g. contracts and grants) or the position is needed to complete a special project.

Employees hired for a term appointment will be separated from the University as of the specified date unless the supervisor notifies the employee that the appointment will be extended. For the specified period of appointment, term employees are entitled to all other rights and privileges as regular status employees, except the right to grieve separation at the end of the appointment. Term appointment employees are not placed on layoff status at the end of the appointment.

Contract Employee

Contract employees are hired into certain senior positions designated by the President to serve for a specific period of time. The responsibility associated with the position is judged to be such that the University must reserve the right to renew or not renew the contract of the incumbent in the position when such contract expires. For further information refer to [UAPPM #3240, Contract Employees.](#)

Temporary Employee

A temporary employee is hired to work a reasonably predictable schedule, full-time or part-time, for a period not to exceed six (6) months. Individuals hired on six (6) month professional service appointments are classified as temporary employees. Temporary employees are non-benefits eligible.

On-Call Employee

An on-call employee is employed on an intermittent basis to work special events, during peak work periods, to fill in for an absent employee, and in other similar circumstances.

[Back to top](#)

STUDENT EMPLOYMENT TYPES

Work Study

College Work Study is a need-based financial aid program subsidized by the State and Federal governments. Students need to apply for financial aid before being accepted for Work Study. If they qualify, their earnings are limited to the Work Study amount indicated on their award notification and employment authorization.

Students may use their Work Study award at any time during the appropriate award period if they are enrolled in at least six hours (six hours for fall or spring, three hours for summer semesters). If students want Work Study for a summer job, they should contact their financial aid officer or Student Employment Services for guidance. Work Study is restricted to students who are in a degree seeking status. The application priority date for financial aid, including Work Study, is March 1st each year.

Work performed by students participating in the Work Study program must be in the public interest. Work in the public interest is defined as work performed for the welfare of the nation or community, rather than work performed for a particular interest or group. Work is not "in the public interest" if:

- it primarily benefits the members of an organization that has membership limits, such as a credit union, a fraternal or religious order, or a cooperative;
- it involves any partisan or nonpartisan political activity or is associated with a faction in an election for public or party office;
- it is for an elected official unless the official is responsible for the regular administration of federal, state, or local government;
- it is work as a political aide for any elected official;
- a student's political support or party affiliation is taken into account in hiring him or her; or
- it involves lobbying on the federal, state, or local level.

Student Employment

Students need not qualify for financial aid to be employed in the Student Employment Program. Students registered in at least six hours, in degree seeking status, for fall or spring are eligible for employment through this program. Student employees who complete 6 hours in the spring (in a degree seeking program) and are enrolled for 6 hours for fall (in a degree seeking program) are eligible to work during the summer regardless of summer enrollment. Students and departments will be charged FICA and Medicare for any period of non-enrollment during the summer.

[Back to top](#)