Academic Personnel Appointment Types
Overview:

Academic Human Resources, 2016
Academic Personnel

• Faculty, defined in *Faculty Code*
• Librarians, defined in *Librarian Personnel Code*
• Medical residents (chief, resident, fellow) and senior fellows/trainees
• Academic staff (other academic appointees delivering instruction and/or conducting either research or scholarship, such as full-time and part-time Educational Outreach English Language Program Extension Lecturers, but not including academic student employees)
Agenda
High-level examination of certain academic personnel appointment types and their defining traits.

- professorial appointments
- lecturer appointments
- secondary appointments
- administrative appointments
- acting appointments
- other term appointments
- visiting appointments
- “post-doc” appointments
Professorial Faculty
Professorial Faculty - Ranks

Rank is determined at time of hire. To advance to a higher rank the faculty member generally goes through the promotion/tenure review process. Ranks include Assistant, Associate, and “Full”
Professorial Faculty - Tracks

- **tenured/tenure track**: indefinite length, funded by dedicated tenure line from state
- **without tenure due to funding (WOT)**: indefinite length, funding sources vary
- **research**: 1-5 year terms, funding sources vary
## Professorial Faculty Ranks & Tracks

<table>
<thead>
<tr>
<th>Rank</th>
<th>Tenured / Tenure Track</th>
<th>Without Tenure Due to Funding</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>full</td>
<td>0101 professor</td>
<td>0111 professor wot</td>
<td>0141 research professor</td>
</tr>
<tr>
<td>associate</td>
<td>0102 associate professor</td>
<td>0112 associate professor wot</td>
<td>0142 research associate professor</td>
</tr>
<tr>
<td>assistant</td>
<td>0116 assistant professor</td>
<td>0113 assistant professor wot</td>
<td>0143 research assistant professor</td>
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Assistant Professors

Assistant professors in all tracks are hired for an initial 3 year term. If renewed for a second term, a promotion/tenure review is usually mandatory in the 6th year.

Timeline may be longer than 6 years due to:

- FTE
- waivers
- leaves
Acting Assistant Professor, pending PhD (0123)

Title is used when someone is being hired as an assistant professor but their PhD hasn’t been conferred yet. As soon as PhD is conferred, the appointment will change to the 0116 job code.

Time in this job code does not count towards mandatory tenure/promotion clock
Tenure Track Appointments

Tenure track titles – hired at the Associate or “Full” rank, but not granted tenure at hire. Like assistant professors, a mandatory tenure/promotion review is required. For these titles, review is required in the 5\textsuperscript{th} year of the appointment (Faculty Code Section 25-32D)

• Professor Tenure Track (0108)
• Associate Professor Tenure Track (0109)
Recruitment Requirements – Professorial Faculty

To hire someone into one of the professorial titles, the unit must perform a competitive recruitment that meets the US Department of Labor guidelines for eligibility for legal permanent resident status.
Lecturers
Lecturer Appointments

- Principal Lecturer (0180)
- Senior Lecturer FT (0117)
- Senior Lecturer PT (0178)
- Lecturer FT, competitive recruitment (0179)
- Lecturer FT (0115) “temporary”
- Lecturer PT, competitive recruitment (0140)
- Lecturer PT (0185)
Multi-year Lecturer Titles

- Principal Lecturer (0180)
  - promotion title only
- Senior Lecturer, full-time (0117)
- Lecturer, full-time, competitive recruitment (0179)
- Lecturer, part-time, competitive recruitment (0140)
Provost Guidelines: Lecturer FT, competitive recruitment (0179)

• positions appointed on annual basis should be reviewed for multi-year appt after 3 years
• best practice to include provision for a “terminal year” in the event of non-renewal
• faculty code requires renewal decision at least 6 months (or 3 months in the case of an initial annual appt) before appt expiration date
Provost Guidelines: Lecturer FT (0115)

• appointed 9/1/2013 or after, limit 3 years
• appointed before 9/1/2013, can’t extend beyond 2016-17 AY. Possible exception if...
  – lecturer in position for 8 or more years
  – lecturer meet unit’s instructional needs
  – lecturer has consistently meritorious performance
  – there is an exceptional circumstance where competitive recruitment would be detrimental
• notice of appt limitation should be included in offer letter/reappt letter
Provost Guidelines: Lecturer PT, competitive recruitment (0140)

• Appt terms can be annual or multi-year
• Positions appointed on annual basis should be reviewed for multi-year appts after 3 years
• Best practice would provide for a “terminal year” of appointment in event of non-renewal (e.g. 2-year term with renewal decision at end of year one)
Propost Guidelines: Lecturer PT (0185)

- Appointed on or after 9/16/2016, and appt renewal on quarter by quarter basis leads to equivalent of annual appts at 50% or greater, reappointment is limited to 3 consecutive academic years.
- If appointed before 9/16/2016, meeting same criteria, (0185) appt cannot extend beyond 2018-19 AY.
- Exceptions can be granted
Recruitment Requirements – Multi-year Lecturers

To hire someone into one of the multi-year lecturer titles, the unit must perform a competitive recruitment.
Annual and Quarterly Lecturers

• Senior Lecturer, part-time (0178)
  – can be annual or quarter by quarter
  – requires competitive recruitment

• Lecturer, full-time (0115)
  – must be annual

• Lecturer, part-time (0185)
  – can be annual or quarter by quarter
Secondary Appointments
Adjunct Appointment Titles

• Adjunct Professor (0151)
• Adjunct Associate Professor (0152)
• Adjunct Assistant Professor (0153)
• Adjunct Research Professor (0156)
• Adjunct Research Associate Professor (0157)
• Adjunct Research Assistant Professor (0158)
• Adjunct Principal Lecturer (0160)
• Adjunct Senior Lecturer (0159)
• Adjunct Lecturer (0155)
Adjunct Appointment Terms

• must match rank/track of primary appointment
  – e.g. Associate Professor in unit 1 and Adjunct Associate Professor in unit 2
• always annual; must go through the reappointment process each year
• dependent on primary appt
Joint Appointment Terms

• title must match primary appointment title
  – e.g. Professor in unit 1 and Professor in unit 2
• appointment terms match primary appointment
• may have voting rights
• may hold tenure
Administrative Appointments
Administrative Appointment Titles

- President (0001)
- Provost (0011)
- Vice-Provost (0013)
- Chancellor (0012)
- Ombud (0019)
- Director (0041)
- Director/Chair (0042)

- Dean (0021)
- Divisional Dean (0027)
- Chair (0031)

... some have vice, associate, and assistant levels, some have acting / interim versions
Administrative Appointment Terms

• primary faculty appointment is required
• can have a defined term or be indefinite, determined at time of appointment
• If appropriate, faculty sometimes can perform administrative duties without an official administrative title, but administrative supplement (ADS) payments must still be approved by Vice Provost
Acting Appointments
Acting Appointment Titles

- Acting Professor (0121)
- Acting Associate Professor (0122)
- Acting Assistant Professor, temporary (0125)
- Acting Instructor (0124)
Acting Appointment Terms

• appointments are annual and must go through reappointment process
  – except Acting Assistant Professor Pending PhD, which has 0-2 year term
• faculty are limited to total of 6 years in acting titles; cannot be in same title for more than 4 years
• best practice is to perform competitive recruitment
Acting Assistant Professor, pending PhD (0123)

Title is used when someone is being hired as an assistant professor but their PhD hasn’t been conferred yet. As soon as PhD is conferred, the appointment will change to the 01116 job code.
A unit needs an acting professorial appointment for one academic year to teach while a faculty member is on leave. Which title should they use?

1. Acting Assistant Professor, temporary (0125)
2. Acting Assistant Professor, pending PhD (0123)
Other Term Appointments
Paid Term Appointment Titles

- Senior Artist in Residence (0181)
- Artist in Residence (0182)
- Teaching Associate (0169)
- Clinical Professor, salaried (0165)
- Clinical Associate Professor, salaried (0166)
- Clinical Assistant Professor, salaried (0167)
- Clinical Instructor, salaried (0168)
Unpaid Term Appointment Titles

- Clinical Professor (0161)
- Clinical Associate Professor (0162)
- Clinical Assistant Professor (0163)
- Clinical Instructor (0164)
- Affiliate Professor (0171)
- Affiliate Associate Professor (0172)
- Affiliate Assistant Professor (0173)
- Affiliate Instructor (0174)
Which Clinical Title to Use?

- Administer! -

A unit wants to pay a clinical professor to teach for one quarter. Which title should they use?

1. Clinical Professor, salaried (0165)
2. Clinical Professor (0161)

What if the unit wants to pay the faculty member to work 75% for two quarters?
Visiting Appointments
Visiting Appointment Titles

- Visiting Professor (0131)
- Visiting Associate Professor (0132)
- Visiting Assistant Professor (0133)
- Visiting Lecturer (0135)
- Visiting Scientist (0437)
- Visiting Scholar (0438)
Visiting Appointment Title Terms

- Visiting Professor (0131)
- Visiting Associate Professor (0132)
- Visiting Assistant Professor (0133)

Must have faculty appointment at same rank at another institution.

Limited to 2 years
Visiting Appointment Title Terms

• Visiting Lecturer (0135)
Does not need to hold professorial title elsewhere, but must be qualified for appointment.

• Visiting Scientist (0437)
Cannot be enrolled student at any institution. Limited to 3 months for U.S. citizens, 3 years for non-U.S. citizens
Visiting Appointment Title Terms

- Visiting Scholar (0438)

  Courtesy appointment for up to 2 years. Must hold professorial title at another institution. Equivalent experience may be acceptable in specific circumstances.
A unit wants to bring in a visiting faculty member for a year. At their home institution, the visitor is an Associate Professor. Which visiting title should the unit use?

1. Visiting Professor (0131)
2. Visiting Associate Professor (0132)
3. Visiting Lecturer (0135)
“Post-Doc” Appointments
“Post-Doc” Appointment Titles

- Research Associate (0148)
- Research Associate-Trainee (0150)
- Senior Fellow (0445)
- Senior Fellow Trainee (0442)
- Chief Resident (0329)
- Chief Resident, non-ACGME (0333)
- Resident (0328)
- Fellow (0444)
Research Associate Appointment

Terms

Research Associates are members of the faculty

- limited to 6 years after receiving terminal degree
- trainees are paid on training grants
Senior Fellow Appointment Terms

• generally limited to 6 years after receiving terminal degree
• trainees are paid on training grants
• cannot be instructor of record
Medical Residents Appointment Terms

- must have medical doctoral degree (e.g. MD)
- ACGME = Accreditation Council for Graduate Medical Education

Medical resident appointments are managed by Graduate Medical Education (GME) in the School of Medicine
“Post-Doc” Instructors?
- Administer! -

Can a “post-doc” be an instructor of record for a class?
Take Action

Consider duties, duration, funding, and skills/education required when deciding which appointment type is most appropriate.

Next steps will vary based on the appointment type:
• competitive recruitment required?
• visa?
• faculty vote required?
• different documentation required for new appointment packet
Take Action

• Keep courtesy appointments under 50% FTE
• Keep ranks consistent
• Send AHR paperwork as quickly as possible
• Read the Job Class Codes section of AHR’s website
• When in doubt – call your AHR specialist and ask questions!
Don’t Delay!

Many appointments require final approval from the Board of Regents. Pay attention to important due dates for submitting appointment paperwork to AHR.

Best practice is to forward appointment packets upon receipt of the signed offer letter.
Questions?
References

Faculty Code
http://www.washington.edu/admin/rules/policies/FCG/FCGTOC.html

Job Class Code pages on AHR’s website
http://ap.washington.edu/ahr/job-class-codes/

APS 40.1 for definition of Academic Personnel
http://www.washington.edu/admin/rules/policies/APS/40.01.html
Resources/Contacts

• AHR: appointments questions
• ISO: visa policies/procedures
Thank you for joining us today!

Visit AHR online http://ap.washington.edu/ahr/