Academic Personnel Appointment Types Overview:

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Academic Human Resources, 2018
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, but not including academic student employees)
Agenda

High-level examination of certain academic personnel appointment types and their defining traits.

ISC Appointments:
• Lecturer
• Adjunct
• Acting
• Other term
• Clinical and Affiliate
• Visiting Scientists & Scholars

AHR Appointments:
• Professorial
• Comp. Recruitment & Other Multi-Year
• Administrative
• Joint
• Post-Docs
• Librarians
Professorial Faculty

All Professorial appointments, except *Clinical* and *Affiliate* will be processed by Academic Human Resources. These include:

- Assistant Professor, Associate Professor and Professor in the tenure track, without tenure and research tracks
- Visiting Assistant, Visiting Associate and Visiting Professor
Lecturers
Lecturer Appointments

- Lecturer Full-Time “temporary”
- Lecturer Part-Time “temporary”
- Principal Lecturer
- Senior Lecturer Full-Time
- Senior Lecturer Part-Time
- Lecturer FT – Competitive Recruitment
- Lecturer PT – Competitive Recruitment
Provost Guidelines: Lecturer FT (temp)

• 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 - Temp

• 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, appt cannot extend beyond 2018-19 AY.

• Exceptions can be granted
Annual and Quarterly Lecturers

- Lecturer, full-time - Temporary
  - must be annual
- Lecturer, part-time - Temporary
  - can be annual or quarter by quarter
- Lecturer, full-time (Competitive Recruitment)
  - Either annual or multi-year (1-5 years)
- Lecturer, part-time (Competitive Recruitment)
  - May be annual, multi-year or P/T, minimum 50%
Professional Staff who Teach

- Employees who are Professional Staff may teach one time during an academic year and receive up to 25% above 100% FTE as Period Activity Pay.

- Any teaching beyond that one time must be adjusted in their FTE total so as not to go above 100%. E.g., 80% ProStaff and 20% PT Lecturer.
Secondary Appointments
Adjunct Appointment Titles

• Adjunct Professor
• Adjunct Associate Professor
• Adjunct Assistant Professor
• Adjunct Research Professor
• Adjunct Research Associate Professor
• Adjunct Research Assistant Professor
• Adjunct Principal Lecturer
• Adjunct Senior Lecturer
• Adjunct Lecturer
Adjunct Appointments

What is an Adjunct Appointment?

• An adjunct appointment is made only to a faculty member already holding a primary appointment in another unit. This title recognizes the contributions of a member of the faculty to a secondary unit.

• Adjunct appointments are annual; the question of their renewal shall be considered each year by the faculty of the secondary unit.

• The adjunct unit chair/director must provide a recommendation at such time that the primary appointment may be considered for promotion.
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
Administrative Appointments
Administrative Appointment Titles

- President
- Provost
- Vice-Provost
- Chancellor
- Ombud
- Director
- Director/Chair
- Dean
- Divisional Dean
- Chair

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

• All Administrative Appointments are processed by AHR

• An administrative appointment is a faculty-held appointment that is neither teaching or research related.

• Administrative appointments are for administrative duties.
Acting Appointments
Acting Appointments

• appointments are limited in duration
• appointments are annual and must go through reappointment process
• faculty are limited to a total of 6 years in acting titles; cannot be in same title for more than 4 years
Acting Appointment Titles

• Acting Professor
• Acting Associate Professor
• Acting Assistant Professor, temporary
• Acting Instructor
Other Term Appointments
Affiliates and Clinicals

• Clinical Appointments: Usually reside in the School of Medicine. Faculty holds a primary appt. outside UW or in non-academic unit.
• Affiliate Appointment: Applies to all schools and colleges. Faculty holds a primary appt. outside UW or in non-academic unit.
• If Clinical appt. is 50% or more for 6 months or more, use “Salaried” title. Affiliates may not be 50% or more for 6 months or more.
Paid Term Appointment Titles

• Teaching Associate
• Clinical Professor, salaried
• Clinical Associate Professor, salaried
• Clinical Assistant Professor, salaried
• Clinical Instructor, salaried
• Senior Artist in Residence
• Artist in Residence
Unpaid Term Appointment Titles

• Clinical Professor
• Clinical Associate Professor
• Clinical Assistant Professor
• Clinical Instructor
• Affiliate Professor
• Affiliate Associate Professor
• Affiliate Assistant Professor
• Affiliate Instructor
Visiting Appointments
What is a Visiting Appointment?

• Visiting faculty hold an appointment or position at another institution or agency and are visiting UW for a defined period.

• Examples of non-academic, qualifying positions: Judge, Lawyer, Corporate Executive, director of a government agency. Unit will determine appropriate title.
Visiting Appointment Titles

- Visiting Professor
- Visiting Associate Professor
- Visiting Assistant Professor
- Visiting Lecturer
- Visiting Scientist
- Visiting Scholar
Visiting Appointment Title Terms

• Visiting Professor
• Visiting Associate Professor
• Visiting Assistant Professor

Must have faculty appointment at same rank at another institution.

Limited to 2 years
Visiting Appointment Title Terms

- Visiting Lecturer
  Does not need to hold professorial title elsewhere, but must be qualified for appointment.

- Visiting Scientist
  Cannot be enrolled student at any institution. Limited to three years for all US and non-US citizens.
Visiting Appointment Title Terms

• Visiting Scholar
  – Courtesy appointment for up to 2 years. Must hold professorial title at another institution. Equivalent experience may be acceptable in specific circumstances.
  – E.g., Judge, Lawyer, Corporate Executive, director of a government agency.
“Post-Doc” Appointments
“Post-Doc” Appointment Titles

- Research Associate
- Research Associate-Trainee
- Senior Fellow
- Senior Fellow Trainee
- Chief Resident
- Chief Resident, non-ACGME
- Resident
- Fellow
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

- end date is 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
Take Action

Check the job class code description to see the limitations and requirements.

- Terminal degree?
- FTE requirements?
- Documentation required?
- Faculty vote required?
Review

• Courtesy appointments must be under 50% FTE
• Ranks must be consistent
• Read the Job Class Codes section of AHR’s website
• When in doubt – call an AHR specialist and ask questions!
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

Update Academic Appointment – User Guide
http://ap.washington.edu/ahr/job-class-codes/
Resources/Contacts

• AHR: appointments questions
• ISO: visa policies/procedures
• ISC: Workday procedures and any retroactive pay changes
Thank you for joining us today!

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