Academic Personnel Appointment Types Overview:

Professorial, Lecturer, Secondary, and Administrative

Academic Human Resources, 2015
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
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 associate 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 5th 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
Hiring Trend

Hires since July 1, 2013

• 226 Lecturer, full-time (0115)
• 161 Lecturer, full-time competitive recruitment (0179)

Annual appointments: 55%
Eligible for multi-year: 45%
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
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:
- competitive recruitment required?
- visa?
- faculty vote required?
- different documentation required for new appointment packet
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://www.washington.edu/admin/acadpers/jcc_rank.html

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!

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