

Employee Definitions

Employment Policies

Approved: 07/13/2016

While all employees are subject to the terms and conditions of the Policy Guide, the Policy Guide shall not be deemed to constitute a contract of employment.

Faculty are employees who instruct classes under contract. Faculty contracts are issued each year for the academic year. The teaching load is defined by the University. The faculty role includes teaching, scholarship/creative activity and service.

Faculty contracts are issued each year from the Provost and Vice President for Academic Affairs Office following the action of: (a) appropriations by the state legislators and the governor, and (b) approval of the University budget for the next fiscal year by the Board of Governors. Contracts are executed in duplicate and signed by the faculty member, the President of the University, and the President of the Board of Governors.

- **Full-time** – The teaching load for a full-time faculty member is a range of 23-25 teaching load hours or equivalent during the academic year (see Teaching Load Policy), as determined by the department Chairperson and Dean/Associate Dean of the College/School. In addition to teaching, the full-time faculty member is expected to advise students, engage in scholarship/creative activities and participate in service.
- **Part-Time** – The teaching load for a part-time faculty member is less than the full-time range, as determined by the department Chairperson and Dean/Associate Dean of the College/School. In addition to teaching, the part-time faculty member may be expected to advise students, engage in scholarship/creative activities and participate in professional service.
- **One-Year Appointment** – The teaching load and additional duties are the same as a full-time faculty; normally limited for one academic year.
- **Temporary** – Typically a temporary faculty will be hired for a limited period of time (i.e. one semester). The teaching load is normally a range of 12-13 teaching load hours per semester, as determined by the department Chairperson and Dean/Associate Dean of the College/School. A contract will be issued for the period in which they serve.
- **Adjunct Faculty** – The teaching load for an adjunct is normally a range of 1-7 credit hours, as determined by the department Chairperson and Dean/Associate Dean of the College/School. Adjuncts will be issued a letter of appointment for the period in which they serve.

Staff are employees who serve in a support or service role to the University in an Administrator, Exempt, and Non-Exempt status.

- **Full-time** – A full-time employee works regularly-scheduled hours, normally 37½ hours per week (see Hours of Work policy). Full-time Administrators and Exempt staff are issued contracts each fiscal year. Full-time Non-Exempt staff are issued a letter each year to confirm their hourly rate of pay.
- **Part-time** – A part-time employee works regularly-scheduled hours of less than 37½ hours per week.
- **Temporary** – Temporary staff are employed under a Memorandum of Agreement (MOA). A temporary position is established only for a limited period of time; not intended to exceed one year. Temporary employees could work up to 37½ hours per week.

The **official hire date** for an employee is the date the individual enters a regular, budgeted position with benefits eligibility. This definition is typically used to determine length of service to the University in regards to retirement and other benefit related items.