

Faculty and Non-Faculty Position Descriptions, Appointment Processing and Job Codes

• Regular Faculty

- Distinguished Professor (9147)
- Presidential Professor (9175)
- Professor (9176)
- Associate Professor (9125)
- Assistant Professor (9139)
- Instructor (9170)
- Librarian (9223)
- Associate Librarian (9221)
- Assistant Librarian (9222)
 - Instructor should only be used for tenure track faculty prior to degree completion.
 - Title is limited to 3 years.

• Auxiliary Faculty

- If Auxiliary faculty is not paid use Unpaid Faculty (6001)
- Adjunct Professor (9106)
- Adjunct Associate Professor (9102)
- Adjunct Assistant Professor (9104)
- Adjunct Instructor (9105)
- Adjunct Librarian (9189)
- Adjunct Associate Librarian (9187)
- Adjunct Assistant Librarian (3050)
 - Instructional, advisory or research faculty whose professional activities do not span the full range of responsibilities of regular faculty members in the appointing department or college because of their primary professional efforts in another department or college or outside the University. Accordingly, adjunct faculty ordinarily should not serve on a full-time basis.
- Professor (Clinical) (9177)
- Associate Professor (Clinical) (9126)
- Assistant Professor (Clinical) (9140)
- Instructor (Clinical) (9171)
 - **Paid** instructional faculty whose primary professional expertise is in the practice context or whose primary professional responsibility is conducted in a clinical, professional or practicum setting.
- Clinical Professor (9143)
- Clinical Associate Professor (9144)
- Clinical Assistant Professor (9141)
- Clinical Instructor (9142)
 - **Unpaid** instructional faculty whose primary professional expertise is in the practice context or whose primary professional responsibility is conducted in a clinical, professional or practicum setting.
- Professor (Lecturer) (9196)
- Associate Professor (Lecturer) (9195)
- Assistant Professor (Lecturer) (9194)
- Instructor (Lecturer) (9193)
 - Instructional faculty whose primary professional efforts are devoted to teaching.
- Research Professor (9183)
- Research Associate Professor (9179)
- Research Assistant Professor (9180)
- Research Instructor (9182)
- Research Librarian (9220)
- Research Associate Librarian (9107)
- Research Assistant Librarian (9103)
 - Faculty who participate in the University's academic program, but whose primary professional efforts are devoted to one or more research projects, or non-academic training projects.
- Visiting Professor (9191)
- Visiting Associate Professor (9186)
- Visiting Assistant Professor (9188)
- Visiting Instructor (9190)
- Visiting Librarian (9226)
- Visiting Associate Librarian (9224)
- Visiting Assistant Librarian (9225)
 - Participate in the University's academic program on an interim basis and make a substantial contribution to the appointing department or college during that period in either the instructional and/or research realm. Individuals in such positions may be reappointed up to a cumulative total of three years in residence, but should not hold long-term appointments and are not entitled to notice of non-reappointment.

- **Academic Non-Faculty Personnel**

- Each individual appointed to one of the positions below should be given a clearly written statement of the terms of his/her appointment, including the beginning and ending dates of the appointment, brief description of the duties to be performed, amount of salary or stipend to be paid, and designation of the immediate supervisor. Any reference to benefits in the statement of terms must be in accord with current University policies and procedures. Each such appointment ends automatically on June 30 of each year, unless some other ending date is specified when the appointment is initiated. (See Policy 6-308)
- **Academic Staff:** non-faculty instructional or research positions.
 - Associate Instructor (9124)
 - Associate Instructor – Hourly (9203)
 - Associate Instructor (AOCE) (9204)
 - Research Associate (9178)
- **Educational Trainees:** non-faculty positions reserved for graduate students.
 - Teaching Fellow (9184)
 - Research Fellow (9181)
 - Graduate Fellow (9181)
 - Graduate Teaching Assistant (9416)
 - Graduate Research Assistant (9314)
 - Graduate Assistant (9330)
- **Postdoctoral Scholars**
 - Post Doctoral Fellow (9205)
 - Academic Post Doctoral Fellow-Pd Direct (9207)
 - Post Doctoral Research Associate (9206)
 - Non-faculty position to engage in advanced study and research in collaboration with members of the faculty.

****Emeritus Faculty-** Faculty who have retired or who will retire upon receiving Emeritus status. Faculty votes, Chair sends vote and own recommendation to Dean, who signs and sends to Vice President. Senate and Trustees consent.