

Policy 2-0 Rev. 9
Date: February 10, 2003

[Back to Index](#)

Subject: **PERSONNEL DEFINITIONS**

I. PURPOSE

To define and clarify certain terms used within the personnel section of this manual necessary for the understanding of personnel policy and procedures.

II. DEFINITIONS

- A. Personnel - Individuals employed by the university. This includes faculty, administrative staff, and other staff members.
- B. Full-time Personnel - Those individuals whose employment status is expected to last four consecutive months or longer working 75 percent or more of the normal possible annual working hours for that position. This includes individuals working consistently 30 hours or more weekly on a 12 month basis, and those working 75 percent or more for at least four consecutive months in jobs where the normal possible working hours are less than 2088 (full-time annual equivalent).
- C. Part-time Personnel - Those individuals working 74 percent or less of the normal possible annual working hours, those whose employment status is expected to be of short duration (less than four consecutive months), and those whose employment is of an intermittent nature.

III. CATEGORIES OF PERSONNEL

- IV. Category A. Faculty - Individuals formally appointed after notice to the Academic Senate and with the approval of the university's Board of Trustees to one of the following positions:

Regular Faculty -

- Professor, Associate Professor, Assistant Professor, Instructor

Library Faculty -

- Librarian, Associate Librarian, Assistant Librarian,

Auxiliary Faculty -

- Research Professor, Research Associate Professor, Research Assistant Professor, Research Instructor
- Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Instructor
- Lecturer Professor, Lecturer Associate Professor, Lecturer Assistant Professor, Lecturer Instructor
- Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Adjunct Instructor, Visiting Professor,
- Adjunct Librarian, Adjunct Associate Librarian, Adjunct Assistant Librarian,

- Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Visiting Instructor

V. Category B. Officers of Administration - The president of the university, and other officers designated by the president.

VI. Category C. Deans and Administrators with Faculty Appointments - Deans and other administrators holding appointments in the ranks of professor, associate professor, assistant professor, instructor, librarian, associate librarian, assistant librarian, and performing part-time instruction, research, or library functions on a yearly basis.

VII. Category D. Other Administrators - Administrative personnel not included in Categories B and C but serving in positions involving major administrative responsibilities. Placement in Category D rests upon an individual assessment of each position by the personnel director, the recommendation of the personnel director, and the approval of the president.

NOTE: All appointments in categories A, B, and C (except the appointment of the president) require approval of the Board of Trustees.

VIII. Category E. Staff Members - All other personnel.

Approved: Academic Senate 2/3/03

Approved: Board of Trustees 2/10/03

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[Rev 8](#)