

Temporary Faculty Positions, Appointments, and Suffix

The distinction between a permanent employee and a temporary employee is defined in FSH 3080.

TEMPORARY POSITIONS:

A temporary position is one that is established for a definite period: typically, the duration corresponds to the period of a grant, contract, or duration of work or project. More than one person may be appointed to a temporary PCN at a time. Given this specific appointment for the definite period, it is always correct to use an 01 suffix with a temporary PCN. This combination demonstrates a temporary position and a temporary appointment to the position. The position can be funded with permanent or temporary money. The term of appointment is defined by an ending date.

TYPES OF TEMPORARY FACULTY EMPLOYMENT:

- Lecturer – it carries no specific connotation of rank among the professorial titles and is conferred on one who has special capabilities or a special instructional role. Lecturers are neither tenurable nor expected to progress through the professorial ranks.
- Visiting Faculty – a designate that customarily indicates that the appointee holds a regular teaching or research position at another institution. These appointees are considered temporary members of the University faculty.
- Acting – persons judged competent to perform particular duties may be appointed for temporary service as acting members of the faculty. This may also be used to establish a probationary period for an initial appointment of a person who, while being considered for a regular position on the faculty, is completing the required credentials for a permanent appointment.
- Adjunct Faculty – highly qualified persons who are not primarily employed by the UI but are closely associated with its programs. Adjuncts may be assigned to advise students on their academic or professional programs at any level; work in cooperative research projects; serve on committees; act as expert advisors to faculty or groups; teach courses in their branch of learning. Adjuncts may be reimbursed for travel or services to the UI at the unit’s discretion.
- Emeriti Faculty – may hold part-time positions at the University after retirement, but not full-time.

This is the correct appointment combination for temporary faculty

FSH 1565 G.	Temporary Faculty	Temporary PCN Banner Entry: Title Field	Position Class	Position Title
G-1	Lecturer	Temp Faculty-Lecturer	15300: Temporary Faculty	Temporary Faculty
G-2	Visiting Faculty	Temp Faculty-Visiting Faculty	15300: Temporary Faculty	Temporary Faculty
G-3	Acting Faculty	Temp Faculty-Acting	15300: Temporary Faculty	Temporary Faculty
FSH 1565 F.	Associated Faculty	Temporary PCN Banner Entry: Title Field		
F-2	Adjunct Faculty	Adjunct Faculty	15300: Temporary Faculty	Adjunct Faculty
FSH 1565 E.	Emeriti	Temporary PCN Banner Entry: Title Field		
E-3	Emeriti Faculty	Emeriti Faculty	15300: Temporary Faculty	Emeriti Faculty

Temporary faculty may be hired and appointed according to the University’s established hiring procedures. Please review the document “*How to Hire Temporary Faculty*”. If you do not have a temporary faculty position established for either Adjunct Faculty or Emeriti Faculty, you will need to do a position action to request the PCN set-up.