

## Positions and Uses of Suffix to Appoint University Faculty and Temporary Faculty

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

### PERMANENT POSITIONS:

- A permanent position may be a faculty position or a staff position.
- A permanent position may be part time (50% or greater) or full time and it may be filled by an appointment that is temporary, probationary, fixed term, continuing, or at the pleasure of the president or the regents. It is the **position, not the appointment that is permanent.**
- A permanent position may be supported by appropriated or non-appropriated funds. Only one person is appointed to a permanent pcn at a time.

### 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.

### SUFFIX:

- 00 = an ongoing appointment with no anticipation of an ending date.
- 01 = an appointment that is contingent in some nature and requires consideration for reappointment based on need or funding.

### PCN AND SUFFIX USE EXAMPLES:

#### Temporary PCN:

- The combination of a temporary position with an .01 suffix is always correct. 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.
- This is the correct appointment combination for temporary faculty as described in FSH 1565 G.

FSH 1565 G.	Temporary Faculty	Temporary PCN-NBAJOBS Title
G-1	Lecturer	Temp Faculty-Lecturer
G-2	Visiting Faculty	Temp Faculty-Visiting Faculty
G-3	Acting Faculty	Temp Faculty-Acting
G-4	Associate	Temp Faculty-Associate

#### Permanent PCN:

- The combination of a permanent position with an .00 suffix is always correct. This combination demonstrates a permanent position and a permanent appointment to the position, no contingencies. This is for tenure track faculty or non-tenure track faculty as described in FSH 1565D with **no contingencies** associated with their appointment.
- The combination of a **permanent position** with an **.01** suffix is used when:
  - A temporary employee is filling a permanent position. (Rare)
  - A permanent employee is serving in an interim role. (e.g.: Interim Dept. Head, Interim Dean)
  - Non-tenure track faculty as described in FSH 1565D **with contingencies** associated with the appointment.  
e.g.: add-on-function to unit; grant funded; student enrollment; revenue generation; less than full-time.

FSH 1565 D.	University Faculty	Track	Permanent PCN and NBAJOBS Title
D-1	Instructor & Senior Instructor	Non-tenure track	Instructor/Sr
D-2	Faculty	Tenure track	Regular Faculty
D-3	Research Faculty	Tenure or Non-tenure track	Research Faculty
D-4	Extension Faculty	Tenure or Non-tenure track	Extension Faculty
D-5	Librarian	Tenure track	Library Faculty
D-6	Psychologist	Tenure track	Psychology Faculty
D-7	Officer-Education	N/A	N/A
D-8	University Distinguished Professor	N/A	N/A
D-9	Clinical Faculty	Non-tenure track	Clinical Faculty

- Positions with an .01 suffix regardless of being permanent or temporary will not have employee names associated in the budget book. .01 suffix appointments do not automatically renew at fiscal year and they do not receive a salary letter/ agreement generated by the Budget Office/Provost and Executive Vice President's Office.

## Appointing Faculty with Administrative Roles at the Unit Level below Dean/Assoc./Asst. Dean

A PCN will be designated for the administrative position. Titles as defined in FSH 1420 E-2 a. & b. should be used in concurrence with department and college by-laws for PCNs. The PCN title and the NBAJOB title should be the same unless there is an extenuating circumstance approved by the Office of the Provost and Executive Vice President. In rare instances as identified below (\*\*), the university recognizes titles that are not currently listed in FSH 1420 E-2 a. but have been used broadly across university to recognize the faculty leadership role.

<p>Asst or Assoc may be applied before the following title when appropriate</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Department Chair</li> <li>• Department Head</li> <li>• Program Head**</li> <li>• District Director**</li> <li>• Superintendent**</li> </ul>	<p>The following are to be used in the NBAJOBS title when appropriate with no change to the PCN title</p> <ul style="list-style-type: none"> <li>• Interim</li> <li>• Acting</li> <li>• Division Chair (only for PSES) and used with a pcn title</li> <li>• Program Head</li> </ul>
--	---

While holding the administrative appointment, the faculty member will reside in the designated administrative PCN. The faculty member will vacate their faculty PCN.

- The administrative PCN will be permanently budgeted at the amount of the faculty member's shadow salary (base salary) + the administrative increment.
- The administrative increment will be designated by the E-code **4107**. The base salary will still have the E-code 4105.
- When a tenured faculty member resigns from the administrative appointment or otherwise and returns to faculty, they will move into a faculty PCN that the unit/college is responsible for securing and budgeting.
- The newly appointed administrator moves into the designated administrative PCN which is re-budgeted to reflect their base faculty salary + the administrative increment using the designated E-codes.
- Interim appointments will follow the same process described above however the word "Interim" can be applied to the NBAJOB title and the .01 suffix will be used with the permanent PCN. The PCN title should not be changed in this instance.

### Examples:

1. Joe Vandal makes \$90,000 (base)  
Administrative increment is \$10,000  
NBAPBUD = \$100,000

GNX003 \$90,000      E4105

GNX003 \$10,000      E4107

2. Joe Vandal makes \$90,000 (base)  
Administrative increment is \$10,000  
NBAPBUD = \$100,000

GNX003 \$75,000      E4105

GNY005 \$5,000      E4105

GNX002 \$10,000      E4105

GNX003 \$5,000      E4107

GNX002 \$5,000      E4107