Positions and Uses of Suffix to Appoint University 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 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.

ACTING, INTERIM & TERM POSITIONS:

- These positions are established for a definite period time specifically to fill a gap in an Administrative Appointment where a search is needing to be conducted. Typically, the duration corresponds to the period needed to conduct a thorough search.

SUFFIX:

- 00 = a position without any contingencies.

- 01 = a position with a contingency assigned via the hiring process.

PCN AND SUFFIX USE EXAMPLES:

Permanent PCN:

- The combination of a permanent position with an .01 suffix is used when:
  - Faculty as described in FSH 1565D have contingencies associated with the appointment. e.g.: administrative function for a unit; grant funded; on a multi-year contract; on a full year sabbatical.

<table>
<thead>
<tr>
<th>FSH 1565 D.</th>
<th>University Faculty</th>
<th>Track</th>
<th>Permanent PCN and NBAJOBS Title</th>
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<tr>
<td>D-1</td>
<td>Instructor &amp; Senior Instructor</td>
<td>Non-tenure track</td>
<td>Instructor/Sr</td>
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<td>D-2</td>
<td>Faculty</td>
<td>Tenure track</td>
<td>Regular Faculty</td>
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<tr>
<td>D-3</td>
<td>Research Faculty</td>
<td>Tenure or Non-tenure track</td>
<td>Research Faculty</td>
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<tr>
<td>D-4</td>
<td>Extension Faculty</td>
<td>Tenure or Non-tenure track</td>
<td>Extension Faculty</td>
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<tr>
<td>D-5</td>
<td>Librarian</td>
<td>Tenure track</td>
<td>Library Faculty</td>
</tr>
<tr>
<td>D-6</td>
<td>Licensed Psychologist</td>
<td>Tenure track</td>
<td>Licensed Psychologist</td>
</tr>
<tr>
<td>D-8</td>
<td>University Distinguished Professor</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>D-9</td>
<td>Clinical Faculty</td>
<td>Non-tenure track</td>
<td>Clinical Faculty</td>
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</table>

REV: Mar 2020
Appointing University 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 it is an Acting role, or 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 the university to recognize faculty leadership roles.

Asst or Assoc may be applied before the following title when appropriate
- Director
- Department Chair
- Department Head
- Program Head**
- District Director**
- Superintendent**

See Faculty Administrator Guidelines (FSH 1565) document located on the Provost’s Office website for specific instructions on appointing university faculty in Administrative Roles.

While holding a permanent 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 base salary and the administrative increment.

- The administrative increment will be designated by the E-code E4107. The base salary will still have the E-code E4105.

- When a faculty member no longer serves in an administrative appointment and returns to faculty, they will move into a faculty PCN that the unit/college is responsible for securing and budgeting.

- Interim & Term appointments will have the words “Interim” or “Term” applied to the NBAJOB title and the .01 suffix will be used with the permanent PCN.

Examples:

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

   827948 $90,000 E4105
   827948 $10,000 E4107

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

   827948 $75,000 E4105
   893992 $5,000 E4105
   852996 $10,000 E4105
   827948 $5,000 E4107
   852996 $5,000 E4107