



University of Idaho

Office of the Provost and
Executive Vice President

Positions and Use of Suffixes when Appointing University Faculty

The distinction between a permanent employee (university faculty) and a temporary employee is defined in [FSH 3080](#).

PERMANENT POSITIONS:

- A permanent position may be part time or full time (0.8 FTE or more) and it may be filled by an appointment that is temporary (i.e. administrative appointment), 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 can be appointed to a permanent PCN at a time.

Types of University Faculty (as defined in [FSH 1565 D.](#)):

FSH 1565 D.	University Faculty	Track	Permanent PCN and NBAJOBS Title
D-1	Instructor & Senior Instructor	Non-tenure track	Instructor/Sr
D-2	Regular 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-8	University Distinguished Professor	Tenured	N/A
D-9	Clinical Faculty	Non-tenure track	Clinical Faculty

PCN AND SUFFIX USE:

Permanent PCN:

- The combination of a **permanent position control number** 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 etc.
- Employee names will be associated with positions listed in the budget book if a person is seated in that PCN. A faculty member in an acting role is not seated in the PCN and therefore will not be in the budget book.

Suffix:

- 00 = a position without any contingencies.
- 01 = a position with a contingency assigned.
 - View [contingency code list](#) for 01 suffix use
 - Contingencies added after the faculty member has been hired into the PCN must have express written consent from the effected faculty member.

Appointing University Faculty with Administrative Roles at the Unit Level (below Dean/Assoc./Asst. Dean)

A PCN will be designated for each 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 NBAJOBS 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.

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 needs to be conducted, but current department, college or unit needs require the position to be filled immediately. Typically, the duration corresponds to the period needed to conduct a thorough search for a permanent administrator.

See the [Faculty Administrator Guidelines](#) document, located on the Provost's Office website, for step-by-step instructions on appointing university faculty to administrative roles, including appropriate titles that correspond with the relevant anticipated timeframe.

- The administrative PCN will be permanently budgeted at the amount of the faculty member's base salary and the administrative increment. Any necessary adjustments due to Banner rounding should be done on the stipend. The faculty base should already be rounded for Banner; if not, this should be rounded on its own first. Then any adjustments needed for total salary should occur on the administrative increment.
- When a faculty member no longer serves in an administrative appointment and returns to faculty, they will move into a vacant faculty PCN that the unit/college is responsible for securing and budgeting.

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

Faculty Administrator Salary Examples:

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

827948 \$90,000 E4105

827948 \$10,000 E4107

2A. Joe Vandal makes \$90,000 (faculty 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

Faculty Administrator Salary Examples-Rounded for Banner:

1B. Joe Vandal makes \$90,012.00 (faculty base), over an academic year

Administrative increment is \$10,015.20

NBAPBUD Total = \$100,027.20

827948 \$90,012.00 E4105

827948 \$10,015.20 E4107

2B. Joe Vandal makes \$90,012.00 (faculty base), over an academic year

Administrative increment is \$10,015.20

NBAPBUD = \$100,027.20

827948 \$75,010.00 E4105

893992 \$ 5,000.67 E4105

852996 \$10,001.33 E4105

827948 \$ 5,007.60 E4107

852996 \$ 5,007.60 E4107