

1 **WORKING DOCUMENT**  
2 **BETWEEN**  
3 **THE FLORIDA STATE UNIVERSITY BOARD OF TRUSTEES**  
4 **AND**  
5 **THE UNITED FACULTY OF FLORIDA – FACULTY UNIT**  
6 ***Specialized (Non-Tenure-Track) Faculty Reclassifications***

7 (OCTOBER 18, 2013)

8 WHEREAS, the Florida State University Board of Trustees (“Board”) recognizes the United  
9 Faculty of Florida (UFF) as the exclusive representative for the bargaining unit certified by the  
10 Public Employees Relations Commission in Case Number EL-2003-038 (October 24, 2003) and  
11 reflected in Certification Order Number 1438, known as the General Faculty bargaining unit; and

12 WHEREAS, the Board and the UFF seek to improve the system for classification of specialized  
13 faculty members; and

14 WHEREAS this reclassification project will involve the creation of new employee classifications  
15 with teaching and/or research responsibilities, the suspension or elimination of other employee  
16 classifications, and the reclassifications of some employees from positions in the General Faculty  
17 bargaining unit to positions outside that unit, and *vice versa*; and

18 WHEREAS the Board and the UFF have agreed previously on general procedures to be followed  
19 regarding reclassifications of existing individual employees in the bargaining unit; and

20 WHEREAS the Board and the UFF have agreed previously that the Board may create new  
21 position classifications with job duties including the creation, dissemination, or presentation of  
22 knowledge only after negotiations with the UFF to determine the nature and necessity of the new  
23 position classification, and whether it will be designated within or outside the bargaining unit,  
24 and that all new position classifications with job duties including a substantial teaching or  
25 research component shall be designated within the bargaining unit; and

26 WHEREAS, the Florida Public Employees Relations Commission (PERC) holds the authority to  
27 determine whether employee classifications belong in the existing General Faculty bargaining  
28 unit;

29 NOW, THEREFORE, the Board and the UFF agree to the following:

30 1. The Board and the UFF shall jointly petition PERC to approve the following changes to  
31 the composition of the General Faculty bargaining unit.

32 a. Addition of the following new classifications, more fully described in Attachments A  
33 through E: Teaching Faculty I, II, and III; Instructional Specialist I, II, and III, Research Faculty  
34 I, II, and III; Assistant In Research, Associate In Research, Senior Research Associate; and  
35 Childcare Specialist.

36 [The attachments need to be checked for consistency. Examples: Mission “caps” are “shall” in  
37 some instances and “should” in others within the Job Specifications. The job class title change

1 for job class code 9178 is incorrect in that this code is currently used for roles other than  
2 Childcare Specialist.]

3 b. Deletion of the following classifications, which will no longer be used by the University:  
4 Instructor; Lecturer; Graduate Research Professor; Distinguished Research Professor;  
5 Coordinator; Program Director; Instructor Librarian; Counselor/Advisor; Staff Physicist.

6 c. Changes in title of certain existing position classifications, as described in Table 1 below.

7 2. Contingent on PERC approval of Item 1 above, the Board and UFF shall implement the  
8 following additional items:

9 a. The existing in-unit position classifications shall have their titles modified as specified in  
10 Table 1, and position descriptions modified as specified in Attachments A through E.

11 b. The changes described in Attachment A (Revisions to CBA Articles 8, 9, 12, 14 and  
12 Appendix A) and Attachment B (new Appendix J) shall be incorporated within the Collective  
13 Bargaining Agreement between the Board and the UFF for the General Faculty bargaining unit,  
14 to address the terms and conditions of employment of persons in the new Teaching Faculty  
15 classifications as well as certain other existing specialized faculty classifications.

16 c. Faculty members currently in the position classifications that are to be eliminated shall be  
17 reclassified according to the process described in Attachment C (Specialized Faculty  
18 Reclassification Process).

19 d. The following administrative codes shall be eliminated:

- 20 F1 Chief/Head
- 21 F2 Associate Chief/Head
- 22 G4 Chief of Party
- 23 H1 Department Head
- 24 H2 Associate Department Head
- 25 H3 Assistant Department Head
- 26 Q1 Manager
- 27 Q2 Executive Assistant
- 28 Q3 Corporate Secretary
- 29 Q4 Resident Advisor
- 30 Y1 General Counsel
- 31 Y2 Associate General Counsel
- 32 Y3 Assistant General Counsel
- 33 Z0 Chancellor
- 34 Z1 Vice Chancellor
- 35 Z2 Associate Vice Chancellor
- 36 Z3 Assistant Vice Chancellor
- 37 Z4 Executive Vice Chancellor

38 e. The Board may create additional administrative codes that may be applied to faculty  
39 position classifications, only after negotiations with the UFF to determine the nature and

1 necessity of the new administrative code and whether it will be designated within or outside the  
2 bargaining unit.

3 f. The following position classification codes, currently in the General Faculty bargaining  
4 unit, will be re-designated from Administrative and Professional (A&P) to Faculty.

5 9334 - Specialist, Computer Research

6 9433 - Specialist, Music

7

| <b>Table 1 – Summary of Changes to Position Classifications</b> |                                  |  |
|---|----------------------------------|--|
| <b>Code</b>   | <b>Title</b>                     | <b>Changes</b>                               |
| 9060  | Teaching Faculty I               | new  |
| 9061  | Teaching Faculty II              | new  |
| 9062  | Teaching Faculty III             | new  |
| 9070  | Instructional Specialist I       | new  |
| 9071  | Instructional Specialist II      | new  |
| 9072  | Instructional Specialist III     | new  |
| 9001  | Professor                        | none   |
| 9002  | Associate Professor              | none   |
| 9003  | Assistant Professor              | none   |
| 9004  | Instructor                       | eliminate                                    |
| 9005  | Lecturer                         | eliminate                                    |
| 9006  | Graduate Research Professor      | eliminate                                    |
| 9007  | Distinguished Research Professor | eliminate                                    |
| 9008  | Regents Professor                | eliminate                                    |
| 9009  | Eminent Scholar                  | none   |
| 9053  | University Librarian             | none   |
| 9054  | Associate University Librarian   | none   |
| 9055  | Assistant University Librarian   | none   |
| 9056  | Instructor Librarian             | eliminate                                    |
| 9115  | Coordinator                      | eliminate                                    |
| 9167  | Associate in Research            | change title from Associate in ____          |
| 9168  | Assistant in Research            | change title from Assistant in ____          |
| 9126  | Program Director                 | eliminate                                    |
| 9150  | Curator                          | none   |
| 9151  | Associate Curator                | none   |
| 9152  | Assistant Curator                | none   |
| 9153  | Staff Physicist                  | eliminate                                    |
| 99080   | Research Faculty I               | change title from Scholar/Scientist/Engineer |
| 9081  | Research Faculty II              | change title from Scholar/Scientist/Engineer |
| 9082  | Research Faculty III             | change title from Scholar/Scientist/Engineer |
| 9165  | Senior Research Associate        | change title from Research Associate         |

|      |                               |  |
|------|-------------------------------|--|
| 9173 | Counselor/Advisor             | eliminate                                  |
| 9140 | Child Care Specialist         | change title from Instructional Specialist |
| 9130 | Specialist, Computer Research | recategorize from A&P to Faculty           |
| 9135 | Specialist, Music             | recategorize from A&P to Faculty           |

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**Attachment A: Revisions to CBA**

The following revisions, indicated by strikeout (deletion) and underscore (insertion), shall be made to the Collective Bargaining Agreement.

***ARTICLE 8  
APPOINTMENT***

8.3 Commitment to developing and maintaining a tenured faculty. The Board agrees that it is in the best interests of the University, the faculty, and the students to maximize the ratio of tenured and tenure-accruing E&G appointments to the number of specialized (non-tenure accruing) E&G appointments, among those appointments including significant teaching responsibilities.

(a) Two weeks after the first day of class in the Fall semester, the Board shall notify the UFF of the number of credit hours taught in the University during the previous academic year, broken down by the position class code of the instructor. It shall also report the current number of tenured and tenure-earning faculty (TTF) FTEs and the current number of specialized faculty (SF) FTEs in the General Faculty bargaining unit, broken down by source of funding (i.e., E&G, C&G).

b) Non-tenure accruing faculty position classifications shall only be used for faculty members whose duty assignments are specialized, so as to be predominantly teaching, predominantly research, or predominantly service in support of teaching or research, as specified in Article 9. Other faculty members, whose duty assignments combine a significant amount of both teaching and other scholarly activities shall be appointed in tenured or tenure-accruing classifications.

8.4 Employment Contract.

...

(e) A statement that the position is (1) tenured, (2) tenure-earning (specifying prior service in another institution to be credited toward tenure), (3) fixed-term multi-year appointment (MYA, as defined in article 8.6), or (4) other non-tenure-earning.

...

(p) The following statement, if the appointment has been approved by the faculty of an academic department/unit with a degree program for use of the honorific title appropriate to the classification containing the word “professor,” or in the case of Panama City Campus faculty, meets alternative criteria as outlined by the criteria and procedures specified in Appendix J of this Agreement: “Honorific Title: (Assistant/Associate/Full) (Teaching/Research) Professor as approved by the faculty of (the department).” For example “Associate Teaching Professor”.

...

8.6 Fixed-term Multi-Year Appointments. A fixed-term multi-year appointment (MYA) is an

1 appointment of contingent duration, consisting of an initial multi-year fixed-term that is  
2 extendible as described below in Section 8.6(a).

3 (a) Fixed-term multi-year appointments shall only be offered to faculty members in the  
4 following position classifications:

5 (1) For the ranks of University Librarian, Teaching Faculty III, Instructional Specialist  
6 III, Senior Research Associate, Curator, and Research Faculty III, an MYA shall be offered with  
7 a term of four (4) years. Such a faculty member shall be reviewed during the second year of  
8 her/his contract and either reappointed with a four-year MYA or issued a notice of non-  
9 reappointment. Notices of reappointment or non-reappointment shall be issued by the end of the  
10 second year of the contract.

11 (2) For the ranks of Associate University Librarian, Teaching Faculty II, Instructional  
12 Specialist II, Associate in Research, Associate Curator, and Research Faculty II, an MYA shall  
13 be offered with a term of two (2) years. Such a faculty member shall be reviewed during the first  
14 year of her/his contract and either reappointed with a two-year MYA, or issued, a notice of non-  
15 reappointment. Notices of reappointment and non-reappointment shall be issued by the end of  
16 the first year of the contract.

17 (b) Annual Evaluation. Each faculty member on a continuing multi-year appointment will be  
18 evaluated annually pursuant to Article 10.

19 (c) Contract Extension. Unless an MYA faculty member receives a timely notice of non-  
20 reappointment as described in Sec. 8.6(a), the faculty member will receive a new MYA as  
21 described in Sec. 8.6(a). If the faculty member has an administrative code, the extension does  
22 not necessarily extend to continuation of the administrative code. In cases of voluntary  
23 resignation, retirement, removal for just cause (as in 16.1), layoff, or non-reappointment, no  
24 contract extension will be given. [Redundant see 8.6 f and 12.2 (b)-(e)]

25 (d) Probation. If a MYA faculty member receives a “Does Not Meet FSU’s High  
26 Expectations” rating on the Annual Evaluation Summary Form, he or she will be placed on one-  
27 year probation. No contract extension will be added to his or her appointment for the duration of  
28 the probationary period. A Performance Improvement Plan (PIP) shall be required.

29 (1) The Performance Improvement Plan shall be developed by the faculty member’s  
30 supervisor in concert with the faculty member, and shall be written. The PIP shall address the  
31 deficiencies that caused the overall unsatisfactory rating and to identify specific performance  
32 goals for the following academic year. The PIP shall outline the problem areas, and the actions  
33 needed to resolve the problems. It shall be specific enough that it is possible to determine  
34 objectively whether the faculty member has met the goals. The goals shall be consistent with  
35 performance expectations for other faculty members in similar classifications within the  
36 department/unit. If there are no other faculty members in similar classifications within the  
37 department/unit, the goals shall be consistent with performance expectations for other faculty  
38 members in similar classifications in a comparable department/unit. The PIP must be developed  
39 and signed prior to the start of the following semester, excluding summer. If the faculty member  
40 and the supervisor are unable to agree on the elements of the PIP the dean or for non-  
41 departmental units the Vice President over the unit shall make the final determination on the  
42 elements of the PIP. The PIP will require at least four periodic meetings between the faculty  
43 member and the Evaluator to review the faculty member’s progress. At each meeting, the

1 faculty member shall be apprised in writing of progress toward the goals in the PIP.

2 (2) The first periodic meeting shall take place no later than three months after the  
3 issuance of the performance improvement plan. The second periodic meeting shall take place no  
4 earlier than six months after the issuance of the performance improvement plan.

5 (3) During the second and subsequent periodic meetings between the faculty member  
6 and the Evaluator, if the faculty member's progress on the PIP is unsatisfactory, the faculty  
7 member's contract may be curtailed in accordance with Section 8.6(f) below. However, such a  
8 decision shall not be made for a Teaching Track faculty member until she or he has taught at  
9 least one complete course, for which she or he has received a teaching evaluation, since the start  
10 of the improvement plan.

11 (5) In the next annual performance evaluation, the faculty member's Evaluator shall  
12 review his or her progress in successfully fulfilling the PIP. If the faculty member has met the  
13 specified performance goals the probation shall be lifted and a one or two-year contract  
14 extension be granted, depending on the contract type, thereby restoring the faculty member to a  
15 full two or four-year multi-year contract cycle. No additional penalties shall attach to the faculty  
16 member's appointment as a result of the probationary term.

17 (6) Curtailment of Appointment. At the end of the probationary year, if the faculty  
18 member receives a less than "Meets FSU's High Expectations" on the annual performance  
19 evaluation summary form, or is found to not be making satisfactory progress on the PIP at the  
20 second or later periodic meeting according to Section 18.6(d)(3) above, the appointment may be  
21 curtailed. Upon receipt by the faculty member of written notice of such curtailment, the length of  
22 the remaining contract is reduced to a time period equal to the length of notice to which the  
23 faculty member would be entitled according to Section 12.2 if they were not on a MYA.

24 (7) In the case of early curtailment of an MYA, the faculty member may, within 30 days,  
25 request that the decision of the Evaluator be reviewed by a PIP Review Committee. Both the  
26 Evaluator and the faculty member may submit any relevant materials to the PIP Review  
27 Committee. This committee shall be comprised of three (3) members, one appointed from the  
28 faculty member's department/unit by the dean of the college (or for non-departmental units by  
29 the Vice President over the unit), one appointed by the UFF, and the Vice President for Faculty  
30 Development and Advancement. Neither the faculty member's Evaluator nor the department  
31 chair (or unit director, in instances where there is no chair) may be a member of the PIP Review  
32 Committee. Recommendations from each member of the committee will be forwarded to the  
33 President via the office of Human Resources, along with the recommendation of the Evaluator.

34 (d) Nothing in Section 8.6 Fixed-term Multi-Year Appointments is intended to prevent the  
35 Board from applying disciplinary action in accordance with Article 16 Disciplinary Action and  
36 Job Abandonment at any time during a fixed-term MYA.

37 (e) Nothing in Section 8.6 Fixed-term Multi-Year Appointments is intended to diminish the  
38 faculty member's rights to notice of non-reappointment as specified in Article 12 Non-  
39 Reappointment.

40 (f) Faculty members on MYA funded through contracts and grants may have their  
41 appointments curtailed should funding become unavailable in the contract or grant from which  
42 the faculty member's salary is funded. The early curtailment shall be effective on the same date  
43 that the funding ceases on the contract or grant. In instances where contract and grant funding

1 becomes available again, discretion will be given to the principal investigator or other  
2 administrator with authority over the new funding source to reinstate the faculty member with  
3 the same rank and MYA that he or she was in prior to the early curtailment. However, in  
4 instances where funding becomes available again and the faculty member is referenced by name  
5 and title in the proposal budget of the new/renewed contract or grant and the title is one that  
6 normally carries an MYA, the faculty member will always be granted an MYA in that rank,  
7 regardless of the time interval since the curtailment of the previous MYA.

8 (g) An MYA shall be granted to a faculty member at the time of initial appointment to a  
9 classification that carries an MYA.

10 (h) Reclassification from current to new job classifications as shown in Tables 1-3 of  
11 **Specialized (Non-Tenure-Track) Faculty Reclassification Process, Attachment C** shall be  
12 based upon a review of current specialized faculty members' disciplinary vita and the three most  
13 recent annual evaluations.

14 (i) Reclassifications shall normally be lateral, and will not imply any change in salary. If a  
15 reclassification results in placement of the faculty member into a lower rank, the time counted  
16 toward promotion shall begin at the time that the faculty member is reclassified. In the case of a  
17 lateral reclassification, time in the previous rank shall count towards promotion. In no case will  
18 a faculty member be reclassified to a higher rank without going through a promotion process as  
19 specified in Article 14 and Appendix J.

20 (j) A faculty member may reject the reclassification decision and thereby remain in her or  
21 his current job classification but without opportunity for promotion or an MYA, notwithstanding  
22 any other provisions of the CBA. Such faculty members may request to be considered for  
23 reclassification to a Specialized Faculty Position at a later date. Granting such consideration  
24 shall be a discretionary matter for the Board, but if such consideration is given, the rules of  
25 Section 8.6(a)-(i) shall apply.

26 (k) Attachments C (Reclassification Process), D (Faculty Title Change Action), and E  
27 (Revised and New Classification Specifications) are intended to supplement this Section 8.6  
28 Fixed-term Multi-Year Appointments.  
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**ARTICLE 9**  
**ASSIGNMENT OF RESPONSIBILITIES**

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9.9 Specialized Faculty. The Specialized Faculty comprises several tracks, each of which has three ranks.

(a) The Specialized Faculty tracks are as follows:

(1) Teaching

Teaching Faculty I (position code 9060)

Teaching Faculty II (position code 9061)

Teaching Faculty III (position code 9062)

(2) Instructional Support

Instructional Specialist I (position code 9070)

Instructional Specialist II (position code 9071)

Instructional Specialist III (position code 9072)

(3) Research

Research Faculty I (position code 9080)

Research Faculty II (position code 9081)

Research Faculty III (position code 9082)

(4) Research Support

Assistant in Research (position code 9168)

Associate in Research (position code 9167)

Senior Research Associate (position code 9165)

(5) Library or Information Specialties

Assistant University Librarian (position code 9055)

Associate University Librarian (position code 9054)

University Librarian (position code 9053)

(6) Curator Specialties

Assistant Curator (position code 9152)

Associate Curator (position code 9151)

Curator (position code 9150)

(b) Restrictions on Duty Assignments. The following restrictions on percent assignments of responsibility apply to positions in these tracks:

(1) A full-time faculty member in the Teaching track shall normally be assigned not less than 75% teaching responsibility and not more than 5% research responsibility, averaged over any academic year, except as specified for certain administrative codes in Section 9.9(b)(6).

(2) A full-time faculty member in the Instructional Support track shall normally be assigned not less than 75% service responsibility in the area of instructional support, and not more than 5% research responsibility, averaged over any academic year, except as specified for certain administrative codes in Section 9.9(b)(6).

(3) A full-time faculty member in the Research track shall normally be assigned not less than 75% research responsibility, and not more than 5% teaching responsibility, averaged over any academic year, except as specified for certain administrative codes in Section 9.9(b)(5). Directed Individual Studies (DIS) may be considered part of the research assignment for a full-

1 time faculty member in the Research track. Only under the following combination of  
2 circumstances, and for one semester per emergency situation, a faculty member in the Research  
3 track may be given a temporary teaching assignment to teach a single course:

4 a. The course is a specialized graduate level course required for degree-seeking  
5 students, that is regularly offered and is not a “special topics,” “selected topics,” or “seminar”  
6 course;

7 b. There is a bona fide emergency, in which the faculty member assigned to  
8 teach a course becomes incapacitated or otherwise becomes unable to teach the course, either  
9 while the course is already in progress or so near the start of the term that there are students  
10 enrolled in the course and no workable alternative way of teaching the course to those students  
11 can be found;

12 c. The faculty member is not willing to perform the teaching assignment as a  
13 dual compensation appointment under Section 8.5(c), and;

14 d. There is no one else qualified to teach the course, or for those who are  
15 qualified, they already have a maximum teaching assignment for the semester that cannot be  
16 adjusted to meet the need of teaching the course in question and they are unwilling to teach the  
17 course as overload on a dual compensation appointment.

18 (4) A full-time faculty member in the Research Support track shall normally be  
19 assigned not less than 95% combined responsibility in research and service in support of  
20 research, and not more than 5% teaching responsibility, averaged over any academic year, except  
21 as specified for certain administrative codes in Section 9.9(b)(6), and in (6) below.

22 (5) Abnormal assignments are those that provide for unique opportunities that benefit  
23 the University. Such assignment requests shall be reviewed by the President or Provost within  
24 thirty (30) days, and if approved, reported within 10 days to the Director of Human Resources  
25 and the UFF.

26 (6) If a faculty member is assigned one of the in-unit administrative codes, some portion  
27 of the minimum assignment in the area of specialization required by Sections 9.9(b)(1)-(4) above  
28 may be replaced by a service assignment.

29 (7) For part-time positions, the percentages in Sections 9.9(b)(1)-(4) above shall be pro-  
30 rated, relative to the total appointment.

31 (8) Sections 9.9(b)(1)-(4) only apply to the first 100% FTE appointment. They shall not  
32 prevent a faculty member from accepting a supplemental dual compensation appointment outside  
33 of the area of specialization.

34 (9) A faculty member in a Specialized Faculty position may not hold a concurrent split  
35 appointment between multiple tracks.

36 (10) Specialized faculty members may serve on doctoral supervisory committees in a  
37 department if approved by the faculty of the department for doctoral supervision and if they meet  
38 Faculty Senate requirements. In regard to directing doctoral theses, a specialized faculty member  
39 may serve only as a co-director or as a non-directing member of the committee, and another co-  
40 director must be a member the tenure-track or tenured faculty (Assistant, Associate, Full  
41 Professor, or Eminent Scholar). The specialized faculty member must also be approved by the  
42 chair of the department for service on the specific committee. For any doctoral committee, the  
43 director or at least one co-director must be a member of the tenure-track or tenured faculty  
44 ((Assistant, Associate, Full Professor, or Eminent Scholar) of the department/unit in which the  
45 degree is to be granted. If the doctoral degree is sought in an interdisciplinary area of study, the

1 director or at least one co-director must be a tenure-track or a tenured faculty member in a  
2 department/unit related to the area of interdisciplinary study. However, those who are not  
3 members of the tenure-track faculty who have served as director of an active doctoral  
4 dissertation committee between the dates of July 1, 2008 and July 1, 2013, shall remain eligible  
5 to direct doctoral theses and dissertations.

6 **ARTICLE 12**  
7 **NON-REAPPOINTMENT**

8 12.1 No Property Right. No appointment shall create any right, interest, or expectancy in any  
9 other appointment beyond its specific terms, except as provided in Sections 13.2, 8.6, and Article  
10 15.

11 12.2 Notice.

12 (a) All faculty members, except those described in (b) below are entitled to the following  
13 written notice that they will not be offered further appointment:

14 (1) For faculty members in their first two (2) years of continuous University service, one  
15 semester (or its equivalent, 19.5 weeks, for faculty members appointed for more than an  
16 academic year);

17 (2) For faculty members with two (2) or more years of continuous University service,  
18 one year; or

19 (3) For faculty members with Fixed-term Multi-Year Appointments as defined in Article  
20 8.6, notice shall be given as described in that article, but shall not be less than provided in article  
21 12.2(a)(1-2) above.

22 (4) For faculty members who are on “soft money”, e.g., contracts and grants, sponsored  
23 research funds, and grants and donations trust funds, who had five (5) or more years of  
24 continuous University service as of June 30, 1991, one year.

25 (5) The provision of notice under this section does not provide rights to a summer  
26 appointment beyond those provided in Article 8.

27 (b) Faculty members who are on “soft money”, e.g., contracts and grants, sponsored research  
28 funds, and grants and donations trust funds, except those described in Section 12.2(a)(3), above,  
29 are entitled to the following written notice that they will not be offered further appointment:

30 (1) For faculty members in their first five (5) years of continuous University service,  
31 thirty (30) days notice shall be provided contingent upon funds being available in the contract or  
32 grant from which the faculty member’s salary is funded. ; or

33 (2) For faculty members with five (5) or more years of continuous University service,  
34 ninety (90) days notice shall be provided contingent upon funds being available in the contract or  
35 grant from which the faculty member’s salary is funded.

36 (c) Faculty members who are appointed for less than one (1) academic year, who are  
37 appointed to a visiting appointment, and faculty members employed in an auxiliary entity, are  
38 not entitled to notice that they will not be offered further appointment, and the statement in (d),  
39 below, shall be included in their employment contracts.

1 (d) Faculty members described in (c), above, shall have the following statement included in  
2 their employment contracts:

3 Your employment under this contract will cease on the date indicated. No further notice of  
4 cessation of employment is required.

5 ...

6 ***ARTICLE 14***  
7 ***PROMOTION***

8 ...

9 14.4 Recommendations.

10 (a) Recommendations for promotion shall begin with the faculty member’s supervisor and  
11 shall be submitted to the appropriate officials for review.

12 (b) Prior to the consideration of the faculty member’s promotion, the faculty member shall  
13 have the right to review the contents of the promotion ~~file~~ binder and may attach a brief response  
14 to any material therein. It shall be the responsibility of the faculty member to see that the ~~file~~  
15 binder is complete at that time. The provisions of Sections 11.2 through 11.8 of this Agreement  
16 shall apply to the contents of the promotion ~~file~~ binder.

17 (c) The promotion binder shall be reviewed by a faculty committee, which shall make a  
18 recommendation on the promotion by secret ballot.

19 (1) Each department/unit shall have one such committee, elected by the faculty  
20 according to the process defined in the bylaws of the department/unit, which is charged with the  
21 responsibility of reviewing the records of all prospective candidates for promotion in that  
22 department/unit and recommending action on the nomination of each candidate. If a  
23 department/unit has fewer than 10 faculty members, and the bylaws of the department/unit do  
24 not provide for a faculty committee for review of promotions, the faculty of the department/unit  
25 shall be combined with similarly situated department/units determined by the President or  
26 designee to elect a joint faculty committee.

27 (2) For those department/units with tenure-track faculty members, this committee will be  
28 the promotion and tenure committee specified in Appendix I 1.3(b), and shall include a majority  
29 of tenured faculty members.

30 (3) Consistent with Article 32 Definitions and usage throughout this CBA, the term  
31 “department/unit” as used in this section applies to the college/unit for those college/units that  
32 are not organized internally into department/units.

33 ...

34 14.7 Further Details. Appendices I, and J specify further details regarding the criteria and  
35 procedures for granting promotion, and tenure where applicable, for specific categories of faculty  
36 members.

37

***Attachment B: Appendix to CBA***  
***APPENDIX J***  
***CRITERIA AND PROCEDURES FOR PROMOTION***  
***OF SPECIALIZED FACULTY***

1 J.1 Scope. This Appendix is a supplement to the provisions of Article 14 Promotion,  
2 regarding the criteria and procedures for promotion within the Specialized Faculty, which are  
3 defined in Article 9.9.  
4

5 J.2 University Criteria for Promotion

6 (a) When first employed, each faculty member shall be apprised of what is expected of him  
7 or her, generally, in terms of teaching, research and other creative activities and service, and  
8 specifically if there are specific requirements and/or other duties involved. If and when these  
9 expectations change during the period of service of a faculty member, that faculty member shall  
10 be apprised of the change.  
11

12 (b) Promotion. Promotion in the Specialized Faculty ranks is attained through meritorious  
13 performance of assigned duties in the faculty member's present position.

14 (1) Promotion to the second rank in each track shall be based on recognition of  
15 demonstrated effectiveness in the areas of assigned duties.

16 (2) Promotion to the third rank in each track shall be based on recognition of superior  
17 performance in the areas of assigned duties.

18 (3) Promotion decisions shall take into account the following:

19 a. annual evaluations  
20 b. annual assignments  
21 c. fulfillment of the department/unit written promotion criteria in relation to the  
22 assignment  
23

24 d. for the Teaching Faculty track:  
25 1. evidence of well-planned and delivered courses  
26 2. summaries of data from Student Perceptions of Teaching (SPOT)  
27 questionnaires

28 3. letters from faculty members who have conducted peer evaluations of  
29 the candidate's teaching

30 4. ability to teach multiple courses within a discipline/major  
31 5. other teaching-related activities, such as instructional innovation,  
32 involvement in curriculum development, authorship of educational materials, and participation in  
33 professional organizations related to the area of instruction

34 e. for the Instructional Support track:  
35 1. evidence of contributions in support of instruction, as attested to by  
36 internal letters from faculty members at FSU

37 2. other instructional support activities, as described in J.2(b)(3)e5

38 f. for Research Faculty or Curator track:  
39 1. scholarly or creative accomplishments of high quality, appropriate to  
40 the field, in the form of books and peer-reviewed scholarly publications

41 2. success in obtaining external funding, as principal investigator or co-  
42

1 principal investigator on grants

2 3. recognized standing in the discipline and profession, as attested to by  
3 letters from outstanding scholars outside the university

4 4. other research-related activities, such as those described in 10.3(d)

5 g. for Research Support Faculty

6 1. evidence of contributions in support of research, as attested to by  
7 internal letters from collaborators at FSU

8 2. other research-related activities, such as those described in 10.3(d) and  
9 in J.2(b)(3)f

10 h. for University Librarian and Information Specialties track

11 1. demonstrated excellence in the candidate's specialized area of  
12 librarianship

13 2. participation in continuing education in the form of appropriate  
14 academic course work, workshops, institutes or conferences

15 3. participation or membership in professional associations

16 4. attainment of an advanced degree

17 5. publications

18 6. evidence of commitment to the service concerns of the University or the  
19 community

20 i. evidence of sustained effectiveness relative to opportunity and according to  
21 assignment

22 (5) Although the period of time in a given rank is normally five years, demonstrated  
23 merit, not years of service, shall be the guiding factor. Promotion shall not be automatic, nor  
24 may it be regarded as guaranteed upon completion of a given term of service. Early promotion is  
25 possible where there is sufficient justification.

26 (6) Specialized faculty members who have been assigned an administrative code shall be  
27 subject to the normal promotion criteria and procedures for the applicable rank. They may not  
28 substitute performance of their administrative duties for qualifications in teaching or research. The  
29 duty assignments of such employees shall accord them an opportunity to meet the criteria for  
30 promotion; however, the number of years it takes a faculty member to meet the criteria in  
31 teaching or research and scholarly accomplishments may be lengthened by reduced duty  
32 assignments in those areas; the number of years over which such accomplishments are spread  
33 shall not be held against the faculty member when the promotion case is evaluated.

### 34 J.3 Promotion Procedures

35 (a) All departments/units must have written promotion criteria and procedures for all  
36 applicable Specialized Faculty available in the department/unit, posted on a single publicly  
37 accessible University Web site, and on file in the Office of the Vice President for Faculty  
38 Development and Advancement. All procedures culminate in submission of recommendations  
39 via the Office of the Vice President for Faculty Development and Advancement to the President  
40 for formal approval. All actions are effective at the same time as tenure track faculty  
41 promotions, which is the beginning of the next academic year.

42 (b) Recommendations for promotion of members of the Specialized Faculty proceed, as for  
43 all other members of the faculty, according to the process specified in Article 14. The following  
44 additional provisions apply.

1 (c) Each department is to consider all faculty members who are eligible for promotion each  
2 year. For each eligible candidate, the department chair shall consult with the candidate to  
3 determine whether she or he desires to proceed to the preparation of a promotion binder. If the  
4 faculty member so desires, the chair and the faculty member will prepare a promotion binder as  
5 described in (j) below.

6 (d) The promotion committee of the department/unit shall be charged with the responsibility  
7 of reviewing the binders of all prospective candidates for promotion in that department annually,  
8 and recommending action on the nomination of each candidate.

9 (e) The department chair (or equivalent administrator if the department/unit is not a  
10 department) shall be charged with the responsibility of independently reviewing the binders of  
11 all prospective candidates in that department and recommending action on the nomination of  
12 each candidate.

13 (f) Once the departmental committee has reviewed a binder, no material may be added to or  
14 deleted from it except under the conditions specified in Articles 14 and 15 of this Agreement.  
15 This means that after the binder leaves the first-level committee it is complete and no materials  
16 can be added to it under normal circumstances, except that the Dean may place a letter of  
17 evaluation on the record of achievement as reflected in the binder. The chair shall submit the  
18 binders of all candidates, except those withdrawn by a candidate, to the dean with a report of  
19 departmental committee recommendations taken via a secret ballot and the chair's  
20 recommendations on all submitted binders of all candidates.

21 (g) The applicable director, dean, or vice president considers these recommendations as well  
22 as independently reviews each candidate's record and then submits his or her advice regarding  
23 whether the candidate meets the appropriate promotion criteria to the President or designee via  
24 the Office of the Vice President for Faculty Development and Advancement. The bylaws of a  
25 college/unit may also institute a faculty committee to review all Specialized Faculty promotions  
26 within the college/unit.

27 (h) The Office of the Vice President for Faculty Development and Advancement confirms  
28 that the candidate meets the eligibility requirements, and then forwards the recommendation to  
29 the President or designee for final approval.

30 (i) The recommendation of the applicable review committees and those of the  
31 department/unit chair and dean are only to convey to the President their recommendation as to  
32 whether the candidate meets the written criteria for promotion, based on their independent  
33 evaluations of the promotion files.

34 (j) All recommendations (to approve or deny) by the dean, or equivalent administrator, and  
35 all applicable review committees, are forwarded to the President or designee for final action via  
36 the Office of the Vice President for Faculty Development and Advancement unless the candidate  
37 withdraws his or her file from consideration within five working days of being informed of the  
38 results of the consideration at a given level.

1 (k) Each faculty member shall be informed of his or her prospective candidacy, have an  
2 opportunity to assist in preparing the binder and add any relevant information prior to review by  
3 the departmental committee, and be informed in writing of the results of the recommendations at  
4 each level of review.

5 (l) Promotion Binder.

6 (1) The promotion binder shall include: professional vita; assigned duties, annual  
7 evaluations, chair/supervisor's annual letters of appraisal of progress toward promotion, and  
8 letters of recommendation, and may include evidence of the other considerations specified in  
9 Section J.2(b)(3).

10 (2) For all faculty members with teaching assignments, the binder shall include a list of  
11 courses taught since appointment to the rank from which being considered for promotion, with  
12 the percentage of effort assigned, enrollment, and grade distribution for each course. A summary  
13 of the results of the polls of student perceptions of teaching shall also be included for each  
14 course.

15 (3) For faculty members in the Teaching track, the binder must also include two or three  
16 letters from faculty members, besides the department/unit chair, who have conducted a peer  
17 evaluation of the candidate's teaching.

18 (4) For faculty members in the Instructional Support track, the binder shall include two  
19 or three letters from faculty members, besides the department/unit chair, who have reviewed the  
20 faculty member's service in support of instruction, and teaching if applicable.

21 (5) For faculty members in the Research track, the binder shall include:

22 a. Three letters of recommendation from tenured faculty members of higher  
23 rank outside the University that attest to the quality of the candidate's research and/or other  
24 creative activities and her/his recognition in the field.

25 b. Descriptions of the contracts and grants for which the candidate has served as  
26 Principal Investigator (PI) or co-PI since the last promotion or initial appointment, as  
27 appropriate, including: the title of the project; the funding agency; the list of PI and co-PIs; any  
28 other institutions involved; the FSU share and amount of the funding.

29 (6) For faculty members in the Research Support track, the binders shall include two or  
30 three letters from faculty members, besides the department/unit chair, who have reviewed the  
31 faculty member's service in support of research. If the duty assignments over the period since  
32 last promotion included a research component, the binder shall also include evidence of the  
33 quality of the research.

34 (7) A complete description of materials to be included in the promotion binder shall be  
35 provided in an annual memorandum from the Vice President for Faculty Development and  
36 Advancement.

37 (8) Appropriate materials may be selected or abstracted from the faculty member's one  
38 evaluation file for inclusion in the promotion binder, as long as the affected faculty member is  
39 informed of the selection. Any evaluation of a faculty member placed in the promotion binder  
40 shall become a part of the faculty member's one evaluation file.

41 J.4 Working Titles.

42 (a) Members of the Specialized Faculty may be assigned a specific working title according to  
43 Table J.4 Working Titles, by the dean of the college or comparable unit in which they are  
44 employed.



1

| <b>Table J.4 Working Titles</b> |                              |   |
|---------------------------------|------------------------------|---|
| <b>Position Code</b>            | <b>Position Title</b>        | <b>Working Title</b>  |
| 9060                            | Teaching Faculty I           | Assistant Lecturer,<br>Assistant Teaching Faculty,<br>Instructor,<br>Legal Writing Instructor       |
| 9061                            | Teaching Faculty II          | Associate Lecturer,<br>Associate Teaching Faculty,<br>Instructor II,<br>Legal Writing Instructor II |
| 9062                            | Teaching Faculty III         | Senior Lecturer,<br>Senior Teaching Faculty,<br>Instructor III,<br>Legal Writing Instructor III     |
| 9070                            | Instructional Specialist I   | Instructional Designer I,<br>Training Specialist I,<br>Legal Writing Assistant                      |
| 9071                            | Instructional Specialist II  | Instructional Designer II,<br>Training Specialist II,<br>Legal Writing Associate                    |
| 9072                            | Instructional Specialist III | Instructional Designer III,<br>Training Specialist III,<br>Legal Writing Specialist                 |
| 9080                            | Research Faculty I           | Assistant Scholar<br>Assistant Scientist<br>Assistant Engineer                                      |
| 9081                            | Research Faculty II          | Associate Scholar<br>Associate Scientist<br>Associate Engineer                                      |
| 9082                            | Research Faculty III         | Senior Scholar<br>Senior Scientist<br>Senior Engineer<br>Staff Physicist                            |
| 9168                            | Assistant in Research        | Laboratory Technician   |
| 9167                            | Associate in Research        |   |
| 9165                            | Senior Research Associate    |   |

2 (b) Deans may approve additional working titles, provided they do not contain the word  
3 “professor”, with consent of the faculty member.

4 J.5 Honoric Working Titles. In addition, members of the Teaching and Research tracks  
5 may be granted an honorific working title containing the word “professor,” as specified in Table  
6 J.5 Honoric Working Titles, under the following conditions.

7

| <b>Table J.5 Honorific Working Titles</b> |                       |                              |
|---|-----------------------|------------------------------|
| <b>Position Code</b>                      | <b>Position Title</b> | <b>Working Title</b>         |
| 9060                                      | Teaching Faculty I    | Assistant Teaching Professor |
| 9061                                      | Teaching Faculty II   | Associate Teaching Professor |
| 9062                                      | Teaching Faculty III  | Teaching Professor           |
| 9080                                      | Research Faculty I    | Assistant Research Professor |
| 9081                                      | Research Faculty II   | Associate Research Professor |
| 9082                                      | Research Faculty III  | Research Professor           |

1 (a) Such a title may only be granted with the recommendation of a majority vote of the  
2 tenured faculty of an academic department/unit offering a degree program, in recognition of  
3 scholarly accomplishments within the granting department/unit's academic field.

4 (b) The criteria and procedures for awarding such an honorific working title shall be the  
5 same as for promotion or initial appointment to the corresponding tenure-track rank, except:

6 (1) The department/unit and college/unit that evaluates the nomination and recommends  
7 the granting of the title may be different from those in which the faculty member is employed, if  
8 the faculty member is employed in a non-academic unit.

9 (2) The expectations in research, teaching, and service shall be scaled proportionally to  
10 the assignment of duties.

11 (c) Notwithstanding the provisions of J.5(a) and J.5(b), faculty appointed at the Panama City  
12 Campus who are assigned to the Teaching Faculty series may use the appropriate Assistant  
13 Teaching Professor, Associate Teaching Professor, or Teaching Professor honorific working  
14 title under the following conditions:

15 (1) The faculty member holds a terminal degree in a field relevant to the faculty  
16 member's teaching area(s), and

17 (2) A special Panama City Committee on Honorific Working Titles for Teaching Faculty  
18 appointed by the President or designee and consisting of three senior Panama City Campus  
19 faculty members recommends in a secret ballot that the faculty member be granted the honorific  
20 working title, and

21 (3) The President or designee approves the recommendation.

22 (d) The faculty member may use the honorific working title in place of the name of the  
23 faculty member's position classification for the following purposes: correspondence,  
24 publications, business cards, web pages, and applications for contracts and grants. The  
25 University may use this title in Bulletins, University directory listings, and other publications.  
26 The entire phrase, including the modifiers "teaching" or "research", must be used.

27 (e) Notwithstanding any of the above, wherever the terms "professor," "associate professor,"  
28 and "assistant professor" appear without a modifier in this contract and in all University  
29 documents, they shall apply only to the tenured and tenure-earning position classifications (9001  
30 Professor, 9002 Associate Professor, 9003 Assistant Professor, and 9009 Eminent Scholar).  
31 Examples of published University documents for the purpose of this provision include, but are  
32 not limited to: the University Constitution, Faculty Senate Bylaws and other Faculty Senate  
33 documents; the Faculty Handbook; college and department bylaws; University rules and policy  
34 memoranda; University reports to external agencies.

1 ***Attachment C: SPECIALIZED FACULTY RECLASSIFICATION PROCESS***

2 **Initial Placement Process**

3 Initial placement of a non-tenure track faculty member into a new specialized faculty  
4 classification depends on the classification in which the faculty member currently resides and  
5 whether the faculty member's focus is mainly in teaching, research, or other activities.

6 Specialized Faculty will be reclassified in accordance with Tables 1-3 below.

7

| <b>Table 1 – Primarily Teaching Responsibility</b> |                                |
|--|--------------------------------|
| <b>Current Job Classifications</b>                 | <b>New Job Classifications</b> |
| Assistant In (9121)                                | Teaching Faculty I             |
| Associate In (9120)                                | Teaching Faculty II            |
| Research Associate (9166)                          | Teaching Faculty III           |
| Distinguished Professor (9007)                     | Not used, to be eliminated.    |
| Lecturer (9005)                                    | Teaching Faculty I, II, or III |
| Regents Professor (9008)                           | Not used, to be eliminated     |
| Instructor (9004)                                  | Teaching Faculty I             |

8

| <b>Table 2 – Primarily Research Responsibility</b> |   |
|--|---|
| <b>Current Job Classifications</b>                 | <b>New Job Classifications</b>  |
| Assistant Scholar/Scientist/Engineer (9162)        | Research Faculty I  |
| Associate Scholar/Scientist/Engineer (9161)        | Research Faculty II   |
| Scholar/Scientist/Engineer (9160)                  | Research Faculty III  |
| Computer Research Specialist (9334)                | Becomes a faculty classification.   |
| Assistant In (9121)                                | Assistant In Research, or Research Faculty I, or an appropriate A&P classification      |
| Associate In (9120)                                | Associate In Research, Research Faculty II, or an appropriate A&P classification        |
| Research Associate (9166)                          | Senior Research Associate or Research Faculty III, or an appropriate A&P classification |
| Graduate Research Professor (9006)                 | Not used. To be eliminated.   |

|                        |   |
|------------------------|---|
| Staff Physicist (9153) | No change to existing employees in this class, but it will not be used for any new employees. Employees in this class may be reclassified to Research Faculty I, II, III, Assistant in Research, Associate in Research or Senior Research Associate as appropriate. |
|------------------------|---|

1

| <b>Table 3 – Other Distributions of Responsibility</b>                           |   |
|--|---|
| <b>Current Job Classifications</b>   | <b>New Job Classifications</b>  |
| Assistant in (9212)  | Instructional Specialist I*   |
| Associate In (9120)  | Instructional Specialist II*  |
| Research Associate (9166)  | Instructional Specialist III*   |
| Eminent Scholar (9009)   | Eminent Scholar (9009)  |
| University Librarian (9053)  | University Librarian (9053)   |
| Associate University Librarian (9054)  | Associate University Librarian (9054)   |
| Assistant University Librarian (9055)  | Assistant University Librarian (9055)   |
| Instructor Librarian (9056)  | To be eliminated  |
| Coordinator (9115)   | A&P Position  |
| Program Director (9126)  | Administrative code “Program Director” may be applied in conjunction with any new Specialized Faculty classification. |
| Curator (9150)   | Curator (9150)  |
| Associate Curator (9151)   | Associate Curator (9151)  |
| Assistant Curator (9152)   | Assistant Curator (9152)  |
| Counselor/Advisor (9173)   | To be eliminated. No one is currently in this position.   |
| Instructional Specialist (9178)  | Change title to Child Care Specialist.*   |
| Music Specialist (9433)  | No change. Classification becomes a faculty classification.   |
| Notes:<br>* Any position reclassification shall be in accordance with Article 1. |   |

1 These tables will be utilized by department chairs and supervisors in determining the initial  
2 placement of faculty members. If the duties of a faculty member do not fit any of the new  
3 Specialized Faculty classifications or the existing classifications, the supervisor must consult  
4 with the Human Resources Department to determine appropriate placement of the faculty  
5 member.

6 Reclassifications are subject to the restrictions on duty assignments specified in Attachment A  
7 under Article 9 and Appendix J. These restrictions depend on the classification and the  
8 administrative code.

9 Because the nature of the work conducted by Specialized Faculty has not been restricted by job  
10 classification in the past, deans may approve a transition plan to fit the duty assignment to the  
11 restrictions of the new classification, where necessary. The Vice President for Faculty  
12 Development and Advancement must approve circumstances requiring a transition period of  
13 longer than one calendar year.

14 Department chairs and supervisors will review the University and department placement criteria  
15 with each faculty member, and allow the faculty member the opportunity to discuss any concerns  
16 prior to implementation. Faculty members will be given the opportunity to appeal their  
17 placements in accordance with the appeal process for this project, which is documented in the  
18 attached chart entitled "Specialized Faculty Placement & Appeal Process."

19 As of the date of implementation of this agreement, current faculty members may elect to remain  
20 in their current position classifications rather than be reclassified according to these provisions.  
21 However, those faculty members who choose this option are not eligible for promotion or  
22 MYA's, if applicable, unless they undergo reclassification to the new Specialized Faculty  
23 classifications. Once a faculty member who elects this option vacates the position, the position  
24 will be reclassified to a Specialized Faculty position prior to being filled. The position may be  
25 reclassified later according to Article 1.

26 Department chairs and supervisors will be required to document the placement process of each  
27 faculty member into a new specialized faculty classification on the "Faculty Title Change Action  
28 Form," Attachment D. Upon completion of the form, it shall be forwarded to the Human  
29 Resources office within the Office of the Vice President for Faculty Development and  
30 Advancement, and the reclassification of the faculty member shall be entered into the OMNI  
31 system by designated HR staff. If the faculty member has elected to appeal the initial placement,  
32 the resolution of the appeal shall proceed in parallel.

### 33 **Communication Plan**

34 Once this plan is approved by the University President and the UFF President, Human Resources  
35 staff shall conduct training specific to placement of impacted faculty members for department  
36 chairs and key administrative staff prior to the beginning of the placement process. This  
37 document, along with others established in the collective bargaining process regarding the  
38 provisions for Specialized Faculty, will be utilized in the training.

39 A period of at least three months will be allowed, from the date of approval of these documents

1 by both parties to implementation, for faculty members and administrators to review and become  
2 familiar with their provisions.

### 3 **Post-Implementation**

4 Once the implementation process has begun, the following classifications will no longer be  
5 available for new hires, promotions, or reclassifications:

- 6 • Assistant In \_\_\_\_ (other than Research)
- 7 • Associate In \_\_\_\_ (other than Research)
- 8 • 9005 Lecturer
- 9 • 9006 Graduate Research Professor
- 10 • 9007 Distinguished Professor
- 11 • 9008 Regents Professor
- 12 • 9056 Instructor Librarian
- 13 • 9115 Coordinator
- 14 • 9116 Program Director
- 15 • 9121 Assistant In \_\_\_\_ (other than Assistant in Research)
- 16 • 9120 Associate In \_\_\_\_ (other than Associate in Research)
- 17 • 9153 Staff Physicist
- 18 • 9173 Counselor/Advisor

19 Therefore, any advertising requests for vacancies for any of the above will be rejected by Human  
20 Resources. In determining the type of position to be filled, departments must consider the  
21 provisions outlined in the new policies for Specialized Faculty positions.

### 22 **Transition to Tenure-Track Positions**

23 As part of the transition process described here, it is permissible for a non-tenure-track or  
24 Specialized faculty member to be reclassified into a tenure-earning position. There will be no  
25 credit toward tenure for reclassifications of this nature. However, should a department follow an  
26 open competitive national search process for filling a tenure-earning position and a specialized  
27 faculty member is selected utilizing that process, he or she may be granted time toward tenure.

28

**Attachment D: Faculty Title Change Action**

1  
2  
3  
4  
5  
6  
7

|                          |                            |
|--------------------------|----------------------------|
| Name: Joe Faculty        | Supervisor: Helen Chair    |
| Employee I.D.: 000001111 | Department: English        |
| Position Number: 55555   | College: Arts and Sciences |

|                | Present Position | Proposed Position            |
|----------------|------------------|------------------------------|
| Job Code       | 9121             | 9060                         |
| Classification | Assistant In     | Teaching Faculty I           |
| Working Title  |                  | Assistant Teaching Professor |

8  
9

If reclassification is not lateral, an explanation must be attached.

|   |  |
|---|--|
| <input type="checkbox"/>  | <p>I have reviewed the University and department placement criteria for the Specialized Faculty track in relation to this faculty member’s qualifications. The proposed position classification is in alignment with these criteria.</p> |
| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Department Chair/Supervisor Signature | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date   |

10 Faculty Member: (check one)

11  I have reviewed the University and department placement criteria and have had the  
 12 opportunity to discuss any concerns with my department chair/supervisor and I agree with the  
 13 proposed position classification.

14  I have reviewed the University and department placement criteria and have had the  
 15 opportunity to discuss any concerns with my department chair/supervisor and I disagree with the  
 16 proposed position classification. I have been advised of the appropriate next steps for a higher-  
 17 level review.

18  I have reviewed the University and department placement criteria and have had the  
 19 opportunity to discuss any concerns with my department chair/supervisor and I reject the  
 20 proposed position classification. I have chosen to retain my current position without  
 21 reclassification at this time.

22  
23  
24

|  |  |
|--|--|
| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Faculty Member Signature | <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date |
|--|--|

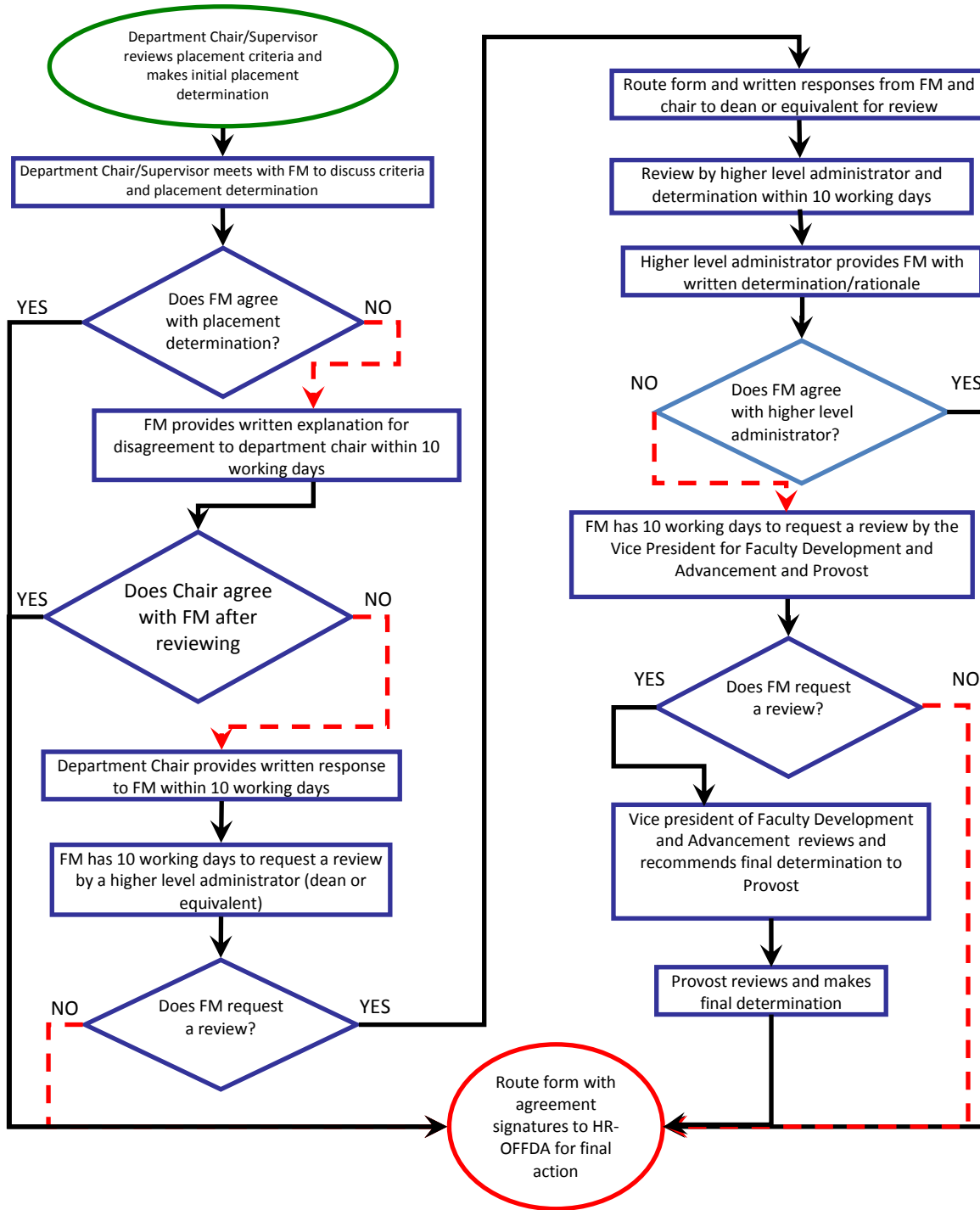
25 Please route completed form to:      The Office of the Vice President for Faculty Development  
 26 and Advancement

1  
2

314 Westcott Building  
Mail Code: 1480



### Specialized Faculty Placement & Appeal Process



- 1
- 2
- 3
- 4

1 **Attachment E: Revised and New Classification Specifications**

2 **9060 – Teaching Faculty I**

**Pay Plan:** FAC

**EEO Code:** 2 Faculty

**This position is** FLSA EXEMPT

**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for teaching and related activities. May be responsible for some academic advising and related activities. Normally assigned a teaching load of at least seventy-five percent (75%) in Assignments of Responsibilities. Not normally assigned research responsibilities in excess of five percent (5%) in Assignments of Responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Minimum Qualifications:** Academic doctorate or highest level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in teaching. Must meet university criteria for appointment to the rank of Teaching Faculty I. Additional education and experience as required by position.

**Other Specific Requirements:**

Police Background Check: Not Required  
 Pre/Post Offer Physical: Not Required  
 Child Care Security Check: Not Required  
 Financial Disclosure: Not Required  
 Confidentiality Statement: Not Required  
 Finger Printing: Not Required

1

2 **9061 – Teaching Faculty II****Pay Plan:** FAC**EEO Code:** 2 Faculty**This position is** FLSA EXEMPT**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for teaching and related activities. May be responsible for some academic advising and related activities. Normally assigned a teaching load of at least seventy-five percent (75%) in Assignments of Responsibilities. Not normally assigned research responsibilities in excess of five percent (5%) in Assignments of Responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Minimum Qualifications:** Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in teaching. Must meet university criteria for promotion to the rank of Teaching Faculty II. Additional education and experience as required by position.

**Other Specific Requirements:**

Police Background Check: Not Required  
 Pre/Post Offer Physical: Not Required  
 Child Care Security Check: Not Required  
 Financial Disclosure: Not Required  
 Confidentiality Statement: Not Required  
 Finger Printing: Not Required

## 1 9062 – Teaching Faculty III

|                                     |   |
|-------------------------------------|---|
| <b>Pay Plan:</b>                    | FAC   |
| <b>EEO Code:</b>                    | 2 Faculty   |
| <b>This position is</b>             | FLSA EXEMPT   |
| <b>CBU Code:</b>                    | 20E Fac/A&P Eligible to Participate (In-Unit)<br><b>Please Note:</b> Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages: <ul style="list-style-type: none"> <li>• <a href="#">Faculty Appointment Information</a></li> <li>• <a href="#">Faculty Admin Codes</a></li> </ul> For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876. |
| <b>Description:</b>                 | Responsible to a Chair or other appropriate administrator of the university. Responsible for teaching and related activities. May be responsible for some academic advising and related activities. Normally assigned a teaching load of at least seventy-five percent (75%) in Assignments of Responsibilities. Not normally assigned research responsibilities in excess of five percent (5%) in Assignments of Responsibilities.<br><br><b>Please Note:</b> Examples listed are not an all-inclusive list of duties and tasks.   |
| <b>Minimum Qualifications:</b>      | Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in teaching. Must meet university criteria for promotion to the rank of Teaching Faculty III. Additional education and experience as required by position.   |
| <b>Other Specific Requirements:</b> | Police Background Check: Not Required<br>Pre/Post Offer Physical: Not Required<br>Child Care Security Check: Not Required<br>Financial Disclosure: Not Required<br>Confidentiality Statement: Not Required<br>Finger Printing: Not Required   |

## 1 9080 – Research Faculty I

|                         |   |
|-------------------------|---|
| <b>Pay Plan:</b>        | FAC   |
| <b>EEO Code:</b>        | 2 Faculty                                     |
| <b>This position is</b> | FLSA EXEMPT                                   |
| <b>CBU Code:</b>        | 20E Fac/A&P Eligible to Participate (In-Unit) |

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for research and related activities. May be principal investigator or assigned other related duties. Normally assigned a research load of at least seventy-five percent (75%) in Assignments of Responsibilities. Not normally assigned teaching responsibilities in excess of five percent (5%) in Assignments of Responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Minimum Qualifications:** Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in refereed and other professional journals. Must meet university criteria for appointment to the rank of Research Faculty I. Additional education and experience as required by position.

**Other Specific Requirements:**

|                            |              |
|----------------------------|--------------|
| Police Background Check:   | Not Required |
| Pre/Post Offer Physical:   | Not Required |
| Child Care Security Check: | Not Required |
| Financial Disclosure:      | Not Required |

Confidentiality Statement: Not Required  
 Finger Printing: Not Required

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## 2 9081 – Research Faculty II

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for research and related activities. May be principal investigator or assigned other related duties. Normally assigned a research load of at least seventy-five percent (75%) in Assignments of Responsibilities. Not normally assigned teaching responsibilities in excess of five percent (5%) in Assignments of Responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Minimum Qualifications:** Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in refereed and other professional journals. Must meet university criteria for promotion to the rank of Research Faculty II. Additional education and experience as required by position.

|                                     |   |
|-------------------------------------|---|
| <b>Other Specific Requirements:</b> | Police Background Check: Not Required   |
|                                     | Pre/Post Offer Physical: Not Required   |
|                                     | Child Care Security Check: Not Required |
|                                     | Financial Disclosure: Not Required      |
|                                     | Confidentiality Statement: Not Required |
|                                     | Finger Printing: Not Required           |

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3 **9082 – Research Faculty III**

|                         |   |
|-------------------------|---|
| <b>Pay Plan:</b>        | FAC   |
| <b>EEO Code:</b>        | 2 Faculty                                     |
| <b>This position is</b> | FLSA EXEMPT                                   |
| <b>CBU Code:</b>        | 20E Fac/A&P Eligible to Participate (In-Unit) |

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for research and related activities. May be principal investigator or assigned other related duties. Normally assigned a research load of at least seventy-five percent (75%) in Assignments of Responsibilities. Not normally assigned teaching responsibilities in excess of five percent (5%) in Assignments of Responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Minimum Qualifications:** Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in refereed and other

professional journals. Must meet university criteria for promotion to the rank of Research Faculty III. Additional education and experience as required by position.

**Other Specific Requirements:**

Police Background Check: Not Required  
 Pre/Post Offer Physical: Not Required  
 Child Care Security Check: Not Required  
 Financial Disclosure: Not Required  
 Confidentiality Statement: Not Required  
 Finger Printing: Not Required

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3 **9070 – Instructional Specialist I**

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for instructional support and related activities. Shall never be assigned less than seventy-five percent (75%) service responsibility in the area of instructional support. Not normally assigned teaching or research responsibilities in excess of five percent (5%) in Assignments of Responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Minimum Qualifications:** Academic master's degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or



equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for appointment to the rank of Instructional Specialist I. Additional education and experience as required by position.

**Other Specific Requirements:**

- Police Background Check: Not Required
- Pre/Post Offer Physical: Not Required
- Child Care Security Check: Not Required
- Financial Disclosure: Not Required
- Confidentiality Statement: Not Required
- Finger Printing: Not Required

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3 **9071 – Instructional Specialist II**

- Pay Plan:** FAC
- EEO Code:** 2 Faculty
- This position is** FLSA EXEMPT
- CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:**

Responsible to a Chair or other appropriate administrator of the university. Responsible for instructional support and related activities. Shall never be assigned less than seventy-five percent (75%) service responsibility in the area of instructional support. Not normally assigned teaching or research responsibilities in excess of five percent (5%) in Assignments of Responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Minimum**

Academic master’s degree or highest-level terminal degree from an

**Qualifications:** accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for promotion to the rank of Instructional Specialist II. Additional education and experience as required by position.

**Other Specific Requirements:**

- Police Background Check: Not Required
- Pre/Post Offer Physical: Not Required
- Child Care Security Check: Not Required
- Financial Disclosure: Not Required
- Confidentiality Statement: Not Required
- Finger Printing: Not Required

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## 2 **9072 – Instructional Specialist III**

**Pay Plan:** FAC

**EEO Code:** 2 Faculty

**This position is** FLSA EXEMPT

**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for instructional support and related activities. Shall never be assigned less than seventy-five percent (75%) service responsibility in the area of instructional support. Not normally assigned teaching or research responsibilities in excess of five percent (5%) in Assignments of Responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Minimum Qualifications:** Academic master's degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for promotion to the rank of Instructional Specialist III. Additional education and experience as required by position.

**Other Specific Requirements:**

- Police Background Check: Not Required
- Pre/Post Offer Physical: Not Required
- Child Care Security Check: Not Required
- Financial Disclosure: Not Required
- Confidentiality Statement: Not Required
- Finger Printing: Not Required

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### 3 **9168 - Assistant In Research**

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for research support and related activities. Shall never be assigned less than ninety-five percent (95%) service responsibility in the area of research support. Not normally assigned teaching responsibilities in excess of five percent (5%) in Assignments of Responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties

and tasks.

**Minimum Qualifications:**

Academic master’s degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for appointment to the rank of Assistant In Research. Additional education and experience as required by position.

**Other Specific Requirements:**

- Police Background Check: Not Required
- Pre/Post Offer Physical: Not Required
- Child Care Security Check: Not Required
- Financial Disclosure: Not Required
- Confidentiality Statement: Not Required
- Finger Printing: Not Required

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3 **9167 - Associate In Research**

- Pay Plan:** FAC
- EEO Code:** 2 Faculty
- This position is** FLSA EXEMPT
- CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:**

Responsible to a Chair or other appropriate administrator of the university. Responsible for research support and related activities. Shall never be assigned less than ninety-five percent (95%) service responsibility in the area of research support. Not normally assigned teaching responsibilities in excess of five percent (5%) in Assignments of Responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Minimum Qualifications:**

Academic master's degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for appointment to the rank of Associate In Research. Additional education and experience as required by position.

**Other Specific Requirements:**

Police Background Check: Not Required  
 Pre/Post Offer Physical: Not Required  
 Child Care Security Check: Not Required  
 Financial Disclosure: Not Required  
 Confidentiality Statement: Not Required  
 Finger Printing: Not Required

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2 **9165 – Senior Research Associate**

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:**

Responsible to a Chair or other appropriate administrator of a State university. Responsible for defining problem areas within the functional area to which assigned. Outlines research programs and projects, analyzes statistical and other data, and provides appropriate

recommendations to address and eliminate problem areas. Shall never be assigned less than ninety-five percent (95%) service responsibility in the area of research support. Not normally assigned teaching responsibilities in excess of five percent (5%) in Assignments of Responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Minimum Qualifications:**

Master's degree from an accredited institution with demonstrated record of academic research achievement, or professional qualifications in the field of specialization above those which would be equivalent to the highest degree. Must meet university criteria for appointment to the rank of Research Associate. Additional education and experience as required by position.

**Other Specific Requirements:**

|                            |              |
|----------------------------|--------------|
| Police Background Check:   | Not Required |
| Pre/Post Offer Physical:   | Not Required |
| Child Care Security Check: | Not Required |
| Financial Disclosure:      | Not Required |
| Confidentiality Statement: | Not Required |
| Finger Printing:           | Not Required |

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2 **9130 - Computer Research Specialist**

**Pay Plan:** Faculty

**EEO Code:** 2 Faculty

**This position is** FLSA EXEMPT

**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for

Faculty Development and Advancement at 644-6876.

**Description:**

Responsible for coordinating the planning and design of computer-based information systems to support original and independent research projects and programs. May be responsible for directing and coordinating technical staff performing programming or analytic work related to such projects. Maintains knowledge and overview expertise on current industry software to support research requirements. Not normally assigned teaching responsibilities.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Education Experience:**

Bachelor's degree and two years of experience or a combination of post high school education and appropriate experience equal to six years. Additional education and experience as required by position.

**Other Specific Requirements:**

- Police Background Check: Not Required
- Pre/Post Offer Physical: Not Required
- Child Care Security Check: Not Required
- Financial Disclosure: Not Required
- Confidentiality Statement: Not Required
- Finger Printing: Not Required

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## 1 9135 - Music Specialist

**Pay Plan:** Faculty

**EEO Code:** 2 Faculty

**This position is** FLSA EXEMPT

**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:** Responsible for coordinating the music needs of faculty and/or choreographers and preparing materials related to musical needs of classes in choir, orchestra, band, and/or dance. Assists University faculty, staff, and students in ensemble sessions and repertory classes. Supervises musicians in ensemble sessions. Accompanies technique classes by selecting, reading, improvising and composing appropriate music and performing it in such a way that it supports and enhances the areas of dance, choir, orchestra, and/or band. Composes music for faculty and student choreographers. Provides musical resources for performance as required; provides musical resources for departmental audition sessions as required; provides musical resources for touring performance groups as required.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Education Experience:** Bachelor's degree and two years of experience or a combination of post high school education and appropriate experience equal to six years. Additional education and experience as required by position.

**Other Specific Requirements:**

|                            |              |
|----------------------------|--------------|
| Police Background Check:   | Not Required |
| Pre/Post Offer Physical:   | Not Required |
| Child Care Security Check: | Not Required |
| Financial Disclosure:      | Not Required |



|                            |              |
|----------------------------|--------------|
| Confidentiality Statement: | Not Required |
| Finger Printing:           | Not Required |

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2

3 **9140 – Childcare Specialist**

**Pay Plan:** FAC

**EEO Code:** 3 Professional

**This position is** FLSA EXEMPT

**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the office of the Vice President for Faculty Development and Advancement at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of a State university. Develops and conducts classroom instruction, seminars, and workshops, and organizes field trips in assigned subject area related to child care. Determines priorities for the establishment of special educational programs. Maintains appropriate records and evaluations related to the participation, performance, and accomplishments of students and adults enrolled in a program. Participates in workshops, conferences, and seminars. Makes presentations to various groups on appropriate subject matter. Develops curricula for teachers and other community groups. Responsible for developing and maintaining informational resources in the community. May serve on appropriate policy and advisory committees.

**Please Note:** Examples listed are not an all-inclusive list of duties and tasks.

**Minimum  
Qualifications:**

Bachelor's degree from an accredited institution in an appropriate area of specialization. Must meet university criteria for appointment to the rank of Childcare Specialist. Additional education and experience as required by position.

**Other Specific  
Requirements:**

|                            |              |
|----------------------------|--------------|
| Police Background Check:   | Not Required |
| Pre/Post Offer Physical:   | Not Required |
| Child Care Security Check: | Not Required |
| Financial Disclosure:      | Not Required |
| Confidentiality Statement: | Not Required |
| Finger Printing:           | Not Required |