

APPOINTMENT CODES

T = Tenure Appointment See Policy on Academic Freedom and Tenure, *Faculty Handbook*.

C = Clinician Educator Appointment The date following “C” is the date of the next 3-year evaluation. If no date is indicated this is a “rolling contract” (see Clinical Educator policies). In cases of appointment at the rank of Associate or full Professor, the date is the date of decision concerning “rolling contracts”. This is a continuous, non-tenure track appointment, subject to the Clinician Educator policies.

P = Probationary Appointment The date following “P” is the date of the tenure decision. The date in parentheses is the date of the Mid-Probationary decision. See Policy on Academic Freedom and Tenure, *Faculty Handbook*.

N = Non-Probationary Appointment These appointments normally imply continuation from year to year, but without presumption of tenure. This category of appointment cannot be used for full-time members except at the rank of Lecturer or faculty at the branches. Unless otherwise indicated, *permanent part-time* faculty appointments are non-probationary. See policy on Academic Freedom and Tenure, Sections 3.1 and 3.4 (*Faculty Handbook*, pages B-13 and B-15). Continuing non-tenure track faculty includes lecturers, who are not tenured but who are entitled to notice if their annual contracts are not to be renewed. Lecturers who have completed at least three years of continuous service are eligible for renewable two-year term appointments. Senior Lecturers serve on renewable two-year term appointments, and Principle Lecturers serve on renewable three-year term appointments. Two- and three-year term appointments are renewable at the discretion of the University.

V = Visiting or Temporary Appointment Temporary appointments of one year or less may be made to faculty titles listed in Sec. 2.3.4 through Sec. 2.3.13 for various reasons, including to appoint faculty members as visiting professors, to fill positions funded by other than State-appropriated funds, to replace faculty members on leave, or whenever an appointment has to be made so late that normal search procedures cannot be followed. (See *Faculty Handbook*)

V-R = Visiting - Research Appointment Appointments of Research Faculty in Appointment Code “V” are renewable annually with no maximum. **The 3-year limit does not apply to Research faculty.** (See *Faculty Handbook*)

F-T= Flex Track Appointment The date next to the appointment code **F-T** indicates the third year period in which a Faculty Member must convert to a Probationary (Tenure Track) appointment or a Clinician Educator Appointment.

V-W = Visiting - Working Retiree .25 FTE or less.

E = Notice Contract A notice contract is a one-year contract issued to a faculty member whom the University wishes to retain but cannot, at the moment, for financial or similar reasons. (See *Faculty Handbook*).

L = Terminal Contract See *Faculty Handbook*.

S/ = Secondary Assignment Non-pay assignment.

TERMS OF APPOINTMENT AND VACATION POLICY- *for faculty members and academic administrators employed on a fiscal year basis:* Faculty members and academic administrators employed full-time on a fiscal year basis accrued annual leave at a rate of 1.75 days per month or service for a total of 21 working days per year. A paid holiday in a vacation period is counted as a holiday and not as a day of vacation. While vacations will be granted whenever possible to satisfy individual requests continuity of operations must be maintained. Consequently, vacations must be scheduled with the approval of the dean or director concerned. Employees on a contract with the University who are terminating their employment must either: (1) take their accrued vacation during the contract period in which they are terminating their employment or (2) terminate in sufficient time prior to the end of the contract period so that payment of unused vacation credits will not exceed the total monies provided in the Contract. See the *Faculty Handbook* for the complete vacation policy and the SOM Policy on Holiday Leave for holiday leave policy. Except for authorized holidays as officially designated each year and accrued vacations, it is the obligation of each faculty member to perform all assigned duties and commitments within the period designated by the beginning and ending dates of service in this contract.

NOTE: 1. Index numbers are not part of the contract and may be changed from time to time by the University.

2. If there is a variance between the provisions of this contract and the Faculty Handbook the provisions of the *Faculty Handbook* govern.