

FLORIDA INTERNATIONAL UNIVERSITY

OFFICIAL UNIVERSITY POLICY

University Staff (non-bargaining unit faculty and employees)

<p>SUBJECT (R*)</p> <p>DEFINITIONS</p>	<p>EFFECTIVE DATE (R)</p> <p>July 2005</p>	<p>POLICY NUMBER</p>
<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R)</p> <p>Division of Human Resources Florida International University</p>	<p>RESPONSIBLE UNIVERSITY OFFICER (R)</p> <p>Jaffus Hardrick Vice President of Human Resources</p>	

<p>POLICY STATEMENT (R)</p> <p>Terms used in the policies applicable to non-bargaining unit faculty and staff and University Police, are defined as set forth in this policy.</p> <p>Appointments:</p> <p>Regular - Employees appointed to fill an established position on a full-time or part-time basis.</p> <p>Interim - Employees appointed to fill an established position on a full-time or part-time basis which is not expected to be available for more than a limited period of time. An interim appointment should not be provided for more than two consecutive years, unless approved by the Division of Human Resources. Employees hired on interim appointments are eligible for benefits.</p> <p>Grant-Funded Positions - Employees appointed to a position identified in and funded by a contract or grant for a specified period, but not funded from indirect costs associated with a contract or grant. Appointments shall be limited to the duration of the grant. Grant appointments may be benefit or non-benefit earning.</p> <p>Temporary - Employees hired to accomplish temporary assignments. This is a non-benefit earning appointment, consequently, such employees are not eligible for group insurance programs, paid holidays, retirement benefits, or other benefits offered to employees who hold benefit earning positions. Part-time, temporary, academic employment carries no academic rank.</p> <p>Post Doctoral - Individuals possessing a doctorate or professional degree assigned to a full or part-time project not to exceed five years. The primary purpose is to provide for continued education, training or experience in research usually under the supervision of a mentor. This appointment carries no academic rank.</p> <p>Student Workers - Individuals enrolled in an accredited secondary or post-secondary program. Included in, but not limited to, this category are:</p> <ul style="list-style-type: none"> • High School Students • Doctoral Students- Undergraduate Students • Graduate Teaching Assistants • Graduate Students • Graduate Research Assistants • College Work Study Program <p>Applies to Faculty Members:</p> <p>Adjunct Faculty - Adjunct status applies to temporary appointments extended to persons of satisfactory professional qualifications who perform temporary teaching functions in connection with established programs. Time spent in such an appointment shall not be counted as tenure-earning service.</p> <p>Clinical Appointment - An appointment in conjunction with a professional position.</p>

Courtesy Appointment - A courtesy appointment may be extended by an academic unit to persons who meet the unit’s professional qualifications but whose primary assignment is outside the unit. Courtesy appointments do not include compensation, but may include special privileges and are made in accordance with normal general faculty qualifications.

Eminent Scholar - Eminent Scholars are selected based on their national prominence in their scholarly field. Candidates for Eminent Scholars may or may not be currently employed at FIU.

Emeritus Faculty - The title of “Emeritus” may be bestowed by the President upon a retired faculty or librarian as evidenced by a record outstanding University teaching, research or service after a minimum of five (5) years of employment at FIU. Academic administrators shall become Emeritus in their academic rank and/or their administrative classification.

Research Appointment - An appointment in which the person is engaged primarily in research.

Visiting Appointment - An appointment extended to a person having appropriate professional qualifications, but who is not expected to be available for more than a limited period of time, or an appointment to a position which is not expected to be available for more than a limited period of time. A visiting appointment should not be provided for more than three (3) consecutive years, unless approved by the Provost or appropriate vice-president.

Employee - Refers to all non-bargaining unit faculty and all non-bargaining unit employees.

Faculty - Refers to all non-bargaining unit faculty.

Severe Disciplinary Actions – defined as suspensions, demotions and involuntary terminations.

CONTACTS (R)

Administrative Office’s Address

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***R = Required**

***O = Optional**