

Governing Body:	Southern Oregon University	Policy Number:	AAD.056 (580-020)
Policy Contact:	Provost	Date Revised:	July 2016
Custodial Office:	Academic Affairs	Date Approved:	July 2016
Approved By:	President	Next Review:	July 2019
Related Policy:			

#### Revision History

Revision Number:	Change:	Date:
-	Initial version	July 2015
1	Revision	July 2016

#### A. Purpose

This policy codifies and revises as Southern Oregon University Policy the rules previously adopted by the State Board of Higher Education at Oregon Administrative Rule 580, Division 20 and transferred to SOU by operation of law on July 1, 2015.

#### B. Policy Statement

##### I. Classification

###### A. Division 20, 580-020-0005 Academic Rank

1. Academic titles shall consist of graduate and faculty ranks. Graduate ranks are GRADUATE TEACHING ASSISTANT, GRADUATE RESEARCH ASSISTANT, and FELLOW. Faculty titles and ranks are (in alphabetical order): AFFILIATED FACULTY, CLINICAL PROFESSOR (assistant clinical professor, associate clinical professor, clinical professor) or PROFESSOR OF PRACTICE (assistant professor of practice, associate professor of practice, professor of practice), INSTRUCTOR (instructor, senior instructor I, senior instructor II), LECTURER (lecturer, senior lecturer I, senior lecturer II), LIBRARIAN (assistant librarian, associate librarian, senior librarian), RESEARCH ASSISTANT (research assistant, senior research assistant I, senior research assistant II), RESEARCH ASSOCIATE (research associate, senior research associate I, senior research associate II), RESEARCH FACULTY (research assistant professor, research associate professor, research professor), TENURE TRACK OR TENURED FACULTY (assistant professor, associate professor, professor, distinguished professor). Faculty titles will not be given to graduate students.

2. The institution can select from among these ranks and titles those appropriate to the hiring and retention of its faculty members as it relates to the institutional mission.

3. The following definitions shall govern the use of faculty titles and rank:

- (a) **AFFILIATED FACULTY**: A NTTF (Non-Tenure Track Faculty) appointment for individuals who do not receive monetary compensation by the institution for which services are rendered. They can be unpaid invited guests for a temporary length of time or individuals who on a consistent basis lend their expertise and/or collaborate on teaching and research. Affiliate status is approved for a specified length of time and must be renewed should the association continue. Associated ranks are at the discretion of the institution.
- (b) **CLINICAL FACULTY OR PROFESSOR OF PRACTICES**: A NTTF (Non-Tenure Track Faculty) appointment for individuals with primary duties in the area of clinical instruction or professionally related community education/service. Clinical faculty or professor of practice members are licensed or certified professionals, or individuals in professional fields. The major responsibility involves the education of students/learners in academic and clinical settings, supervising clinical experiences, and/or engaging in professionally related community service. Scholarly activity may or may not be required. Ranks in this category in ascending order are assistant clinical professor, associate clinical professor, and clinical professor; or assistant professor of practice, associate professor of practice, and professor of practice.
- (c) **INSTRUCTOR**: A NTTF (Non-Tenure Track Faculty) appointment for individuals with unclassified instructional appointments whose functions are devoted exclusively or primarily to undergraduate instruction. Such appointments include advising and mentoring expectations congruent with creative and engaged undergraduate instruction, including the possibility of involvement in design and development of courses and the curriculum. Ranks in this category in ascending order are instructor, senior instructor I, senior instructor II.
- (d) **LECTURER**: A NTTF (Non-Tenure Track Faculty) appointment for individuals with unclassified instructional appointments whose functions may include significant responsibilities for graduate level instruction. The appointment may also include upper division undergraduate instruction. Such appointments must include significant mentoring and advising responsibilities and a significant measure of responsibility for graduate education. Appointments in the lecturer series will always require the terminal degree (or its professional equivalent for certain adjunct appointments), but the holding of a terminal degree in itself does not constitute an argument for appointment in the lecturer series. Ranks in this category in ascending order are lecturer, senior lecturer I, senior lecturer II.
- (e) **LIBRARIAN**: A ranked appointment that depends on a terminal professional degree in librarianship (typically, a Masters in Library or Information Science) or a position-relevant terminal professional/academic degree plus appropriate experience. Such degree requirements ensure proper professional training, but also provide the flexibility to open appointments to a broader range of qualified applicants. Ranks in this category in ascending order are assistant librarian, associate librarian, and senior librarian. The university may elect to consider the librarian series to be eligible for tenure or to be tenured ranks with privileges and may also choose to use the tenure-track and tenured faculty titles.
- (f) **RESEARCH ASSISTANT**: A NTTF (Non-Tenure Track Faculty) appointment for individuals who have typically earned a bachelor's or master's degree and conduct research under the direction of a tenure-related faculty member, a research associate or a research faculty. Ranks in this category in ascending order are research assistant, senior research assistant I, senior research assistant II.
- (g) **RESEARCH ASSOCIATE**: A NTTF (Non-Tenure Track Faculty) appointment for individuals who have typically earned doctoral degree (or an advanced or professional degree in the field typically the terminal degree, plus appropriate experience) and conduct research independently. Ranks in this category in ascending order are research associate, senior research associate I, senior research associate II.
- (h) **RESEARCH FACULTY**: A NTTF (Non-Tenure Track Faculty) appointment for individuals who are primarily engaged in research at a level normally appropriate for a professorial rank. Ranks in this category in ascending order are research assistant professor, research associate professor, and research professor.

(i) **TENURE-TRACK AND TENURED FACULTY.** A faculty position assigned to an academic department wherein the incumbent holds academic rank and is eligible for tenure or is tenured. Ranks in this category in ascending order are assistant professor, associate professor, and professor. The rank of distinguished professor may be bestowed based on criteria established by the university.

4. The terms "affiliate," "adjunct," "visiting," "fellow," "emeriti," or other appropriate terms may be used and/or added to academic title and/or ranks in those cases in which the institution wishes 1) to draw upon the skills of certain persons in the community or in other educational, industrial or governmental institutions for help in carrying forward teaching, research or service commitments (e.g., doctors, dentists, lawyers, psychiatrists, professors or administrators at other academic or governmental institutions, public school teachers or administrators), 2) where the appointment is planned for a limited duration, or 3) as an honorific title.

5. Academic title can be assigned to staff members in unclassified academic service, whether the type of service is teaching, research, extension, administration or other service. Directors, Vice Presidents, and the President may have the academic rank of professor as determined by the institution's criteria.

## **B. Division 20, 580-020-0006 Definition of Unclassified Service**

Unclassified service includes positions that do not meet the criteria for academic faculty but which, based on professional job requirements and responsibilities:

1. Are exempt from the provisions of the Public Employee Collective Bargaining Act (PECBA), ORS 243.650-243.782; however, not all positions in unclassified service are exempt from PECBA, or
  2. Share a community of interest with academic faculty, and
    - (a) Include academic research, public service, or instruction, or
    - (b) Exercise discretion in establishing policy, or
    - (c) Require education and training comparable to academic faculty, or
    - (d) Have administrative decision-making responsibilities beyond office clerical duties. Examples of positions that may meet the criteria listed above include, but are not limited to:
      - (A) President, president's cabinet;
      - (B) Provost and assistant provosts, associate provosts, associate vice provosts, and assistant vice provosts;
      - (C) Vice presidents and associate vice presidents;
      - (D) Directors and associate directors of academic, administrative, and service units;
      - (E) Controllers and budget officers;
      - (F) Registrars and associate registrars;
      - (G) Legal counsel;
      - (H) Athletic directors and associate athletic directors;
      - (I) Executive and other special assistants to each of the positions listed in (A) through (H) (above), providing that the executive or other special assistant positions otherwise meet the criteria for unclassified service (stated above);
      - (J) Assistant vice presidents, assistant deans, program heads/chairs, assistant directors, managers, and assistant registrars where positions require specialized/degree education and training;
      - (K) Librarians, archivists, and museum or collection curators where positions require specialized/degree education and training or where responsibilities include academic research or instruction but does not include positions having primarily clerical responsibilities;
      - (L) Advisors and counselors, including academic, financial aid, admissions, career, residential life, and athletic, where positions require specialized/degree education and training;

- (M) Assistant athletic directors, athletic coaches, assistant athletic coaches, athletic trainers, assistant athletic trainers, and athletic eligibility and compliance officers where positions require specialized/degree education and training;
- (N) Interpreters;
- (O) Development and advancement officers where positions require specialized/ degree education and training;
- (P) Physicians, psychologists, and clinical counselors where positions require specialized/degree education and training;
- (Q) General managers, directors, producers, and announcers of state radio and television service;
- (R) Managers, directors and administrators of student affairs functions, where positions require specialized/degree education and training.

## **II. Compensation**

### **A. Division 20, 580-020-0010 Compensation Plan for Academic Staff**

1. Pursuant to state law, the principles of a compensation plan are established for the academic staff as set out below. Pay ranges shall be established for the various academic ranks with due consideration given to relative responsibilities of each rank, prevailing rates of pay in other universities, colleges, and elsewhere for similar responsibilities, availability of a competent professional staff, living costs and other pertinent information.
2. Minimum and maximum rates and such intermediate rates considered necessary and equitable shall be established for the various academic ranks and positions, provided, however, that exceptions may be allowed as circumstances require. Normally the established minimum pay rate for a rank shall be paid upon appointment. It is permissible in the interest of the state to make an appointment above or below the minimum rate for the academic rank. Similarly, the salary of an individual may be above or below the prescribed normal maximum for the academic rank. Normally, academic staff members shall be paid at one of the rates set forth in the pay ranges, subject to availability of funds and the exception noted above.
3. Salary increases are not automatic. Increases shall be recommended only for staff members demonstrating high standards of work performance. Increases shall normally be effective beginning with the fiscal year following completion of one year's service.
4. Implementation and amendments to the plan shall be based on recommendation of the President after consultation with the Vice Presidents and Directors.

### **B. Division 20, 580-020-0015 Compensation Plan for Classified Staff**

Compensation of classified employees including fringe benefits and other conditions and terms of employment shall be according to the rates and regulations in the state compensation plan, or by collective bargaining agreement, as appropriate.

### **C. Division 20, 580-020-0025 Additional Pay to Full-Time Staff**

The institution is authorized to provide payment in addition to regular salaries when, at the request of a Director, a staff member provides substantial service over and above the regular services expected.

### **D. Division 20, 580-020-0030 Perquisites**

When employees receive perquisites, such as living quarters or meals, in addition to cash salary, proper notation thereof shall be made on the salary budget together with an explanation showing items allowed and the value thereof.

Granting of perquisites to employees on a wage or salary basis requires the approval of the President at the beginning of each fiscal year.

#### **E. Division 20, 580-020-0040 Contribution to Pension Plan**

The contribution required of employees to a retirement plan is an "employer contribution" as defined by 26 USC §414(h)(2). Employees may not receive this amount to make the contribution directly. Employees' gross salary will be reduced by the contributed amount prior to reporting for tax purposes.

#### **F. Division 20, 580-020-0050 OSSHE Tax Deferred Investment Program Participation Fee**

The President, or designee, may enter into written agreements with faculty and staff and with one or more insurance companies and mutual funds to provide tax deferred investment opportunities to faculty and staff as provided by ORS 243.810 – 243.830. The President, or designee, may, as a condition to entering into such agreements or continuing such agreements, require faculty and staff participants to pay annually an administrative fee for the costs of administrating the program. The administrative fee shall be based on an amount not to exceed the amount needed to administer the program.

#### **G. Division 20, 580-020-0100 Human Resources System**

1. The Vice President for Finance and Administration, or designee, shall develop, implement and maintain a human resources system for nonacademic employees to include:
  - (a) A job evaluation system for positions within Southern Oregon University;
  - (b) A plan for compensating employees consistent with the job evaluation system; and
  - (c) Policies for employees not covered by collective bargaining agreements relating to leave, lay-offs, terminations, grievances and other terms of employment.
2. The institution is responsible for evaluating jobs and allocating them according to the job evaluation system and assuring that employee compensation is in accordance with the compensation plan.
3. The Vice President for Finance and Administration, or designee, shall engage in collective bargaining with any certified or recognized exclusive employee representative.
4. The institution shall develop, implement and maintain recruitment and selection methods designed to achieve a qualified and diverse workforce.
5. Until the Vice President for Finance and Administration, or designee, and the institution implement internal management directives, procedures, or policies for job evaluation, compensation, recruitment, terms of employment and position management, the rules and procedures established by the Department of Administrative Services, under ORS Chapter 240 as they existed on the effective date of 1995 Oregon Laws, Chapter 612 (July 1, 1995), shall apply.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

#### **C. Policy Consultation**

This policy was transferred to SOU by operation of law on July 1, 2015 from Oregon Administrative Rule 580, Division 020. Revisions to the text of the policy were posted for campus comment on June 21, 2016.

#### D. Other Information

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.