



## Unclassified Academic and Administrative Positions

Approved By: Director of Human Resources Services	Related Policies: ORS 351.070; OAR 580-020-0005, OAR 580-20-0006, Section 5 of the Bylaws of the Constitution of SOU Faculty, Article 3 of the APSOU/SOU Collective Bargaining Agreement
Date Approved: 09/17/2005	Contact Officer: Director of Human Resource Services
Revised: 7-11-06	Policy Custodian: Vice President for Finance and Administration, Executive Vice President and Provost
Date of Next Review: 09/17/2008	

### A. Purpose

This policy defines the general categories of unclassified positions at Southern Oregon University.

### B. Definitions

1. Academic Faculty are regular teaching faculty (including librarians) who hold appointments at the academic rank of professor, associate professor, assistant professor or instructor with appointments of at least .50 FTE.
2. Adjunct Faculty normally hold the academic rank of lecturer and are employed by the University on a temporary basis.
3. Administrators hold positions that provide academic, administrative, public service and student support for the University's educational mission. Administrators do not hold academic rank. Any teaching and research activities that are part of an employee's appointment are less than 50%.
4. Honorary Adjunct Professors must have credentials meriting appointment at the academic rank of professor. An appointment is for two years and is renewable upon the recommendation of the department and the concurrence of the academic director and the provost.
5. Visiting Professors must have credentials meriting a temporary appointment to an academic rank. Appointment is made upon the recommendation of the department and the concurrence of the academic director and the provost.

### C. Rank

Administrative positions typically do not carry academic or administrative rank. Administrators holding administrative rank prior to July 1, 2005 may elect to retain their rank in their current positions, but are not eligible for rank advancement. However, teaching faculty who accept an administrative position retain their academic rank and, if applicable, continue their tenure within their department, but are not tenured in the administrative position. Individuals who supervise elements of the instructional program may also hold academic rank and, if applicable, hold tenure in an academic department or the library, but are not tenured in the administrative position. Typically, these individuals occupy positions such as the following: provost, associate provost, and director.

**D. Position Titles**

Titles for unclassified positions should reflect the responsibilities and qualifications of the positions. Titles must be approved by the appropriate administrator (president, provost, vice president, or director), in consultation with Human Resource Services.

**E. Policy Revision**

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