

RULES OF
DEPARTMENT OF EDUCATION
DIVISION OF UNIVERSITIES
UNIVERSITY OF FLORIDA

6CI-7.003 Academic Affairs; State University System Employment Plan: SUS
Employment Plan, Academic Appointments, Types of Appointments, Appointment Status
Modifier, and Academic-Administrative Classification Titles.

(1) State University System Employment Plan.

(a) The Board of Regents maintains a uniform employment plan for professional employees of the State University System (SUS). As used herein “professional employees” means the faculty, Administrative and Professional staff and certain graduate and professional student appointments, and excludes members of the University Support Personnel System (USPS). The Plan includes all authorized class titles and codes; the class specifications; employment and professional status modifiers; and instructions for implementing and maintaining the Employment Plan.

(b) The academic classification consists of positions having the principal responsibility of teaching and/or research, extension and/or providing administrative functions directly related to the academic mission and accomplishment of the University or system goals.

(2) Academic Appointments. The academic appointees of the University shall consist of personnel holding the academic ranks of instructor, assistant professor, associate professor, professor or above, the equivalent in academic ranks in the instructional, research, or extension units or other academic functions, and personnel holding other specialty faculty or student titles

identified in the SUS Employment Plan. Equivalent faculty ranks may be granted in the scholar, scientist, engineer, and curator series. Tenure, permanent status, and promotion may be granted for eligible academic appointees in accordance with the University procedures as outlined in 6C1-7.019, F.A.C.

(a) Academic Ranks and Titles.

1. Eminent Scholar (Faculty Title). Funds are provided to the University to create endowment programs which include the Eminent Scholar Endowed Chairs and the endowed professorship programs. The criteria for appointment to the tenure eligible rank of Eminent Scholar in the endowed chair program shall be developed by the dean of the recipient's college in consultation with faculty members. Such criteria shall include, but not be limited to, an outstanding professional reputation and outstanding contribution of scholarly activities. Eminent Scholar shall not be considered a promotional rank. The President shall select the candidate to be offered the appointment as an Eminent Scholar.

a. In addition to consideration for the Endowment for Eminent Scholars Program, University faculty whose performance meets the criteria of an established endowment may be considered eligible for the endowed professorship program. The decision concerning the recipient of an endowed professorship rests with the administration of the academic college or unit in consultation with the faculty members of that college or unit.

b. The Eminent Scholar and endowed professorship programs may be evaluated on an annual basis using recognized academic standards and each college or unit will be responsible for submitting a report on each Eminent Scholar and the endowed professorship programs upon request of the Provost or President.

2. Graduate Research Professor (Faculty title). The rank of Graduate Research Professor was awarded to recognize outstanding accomplishment and an international reputation in teaching and research. This title is no longer awarded.

3. Distinguished Service Professors and Research Curators (Faculty Titles). The rank of Distinguished Service Professor was awarded to recognize outstanding accomplishment in teaching, extension, or service while at the University. The rank of Distinguished Research Curator was used to recognize outstanding accomplishments in research, service, and, where applicable teaching, in either the Florida Museum of Natural History or the University libraries. These titles are no longer awarded.

4. Distinguished Professor (Faculty Title) – The award of this title may be granted to tenured faculty holding the rank of professor or its equivalent to recognize a distinguished and exceptional record of achievement beyond the level of professor that is recognized both nationally and internationally. An exceptional record of achievement is one that places the candidate at the top of the discipline in research, as defined in Rule 6C1-7.019, F.A.C., with distinction in the areas of teaching and service as also defined in that rule. Distinguished Professor shall not be considered a promotional rank. Faculty holding administrative titles are not eligible for consideration. Recommendations for the award of the title of Distinguished Professors are processed under the same procedures used for the recommendation for promotion under Rule 6C1-7.019, except that nomination for this award is to be initiated by the appropriate college dean or equivalent administrator. Candidates may not be self-nominated.

5. Professor (Faculty title). Candidates for this tenure eligible faculty rank shall be qualified for the rank of associate professor and in addition, be a recognized national or

international authority or an outstanding teacher in his/her field or specialization. A candidate for this rank must have a distinguished record of achievement beyond the level of associate professor.

6. Associate Professor (Faculty title). Candidates for this tenure eligible faculty rank shall hold the highest degree appropriate to his/her field or possess professional qualifications in his/her field above those which would be equivalent to the highest degree appropriate to his/her field. Normally, he/she will have produced creative work, professional writing, or research, and have had successful teaching or professional experience. A candidate for this rank must have a distinguished record of achievement beyond the level of assistant professor.

7. Assistant Professor (Faculty title). Candidates for this tenure eligible faculty rank shall hold the highest degree appropriate to his/her field or possess equivalent qualifications based on professional experience. Normally candidates shall have had successful experience pertinent to the position for which he/she is being recommended, have demonstrated qualities pertinent to the goals of the academic unit in which he/she will be employed, and have had educational experience at an institution other than the University of Florida.

8. Instructor (Faculty title). Candidates for this tenure ineligible faculty rank shall have the master's degree in an appropriate specialization or possess equivalent qualifications based on professional experience which is pertinent to the position and the assigned duties. Faculty who hold the rank of instructor or an equivalent faculty positions must, no later than the close of the fourth year of continuous employment or the equivalent in part-time continuous employment, be recommended for promotion to Assistant Professor, the equivalent faculty position or Assistant University Librarian, or be given the required notice of non-reappointment.

a. The authority to grant a promotion from the rank of Instructor to Assistant Professor, an equivalent faculty rank or Assistant University Librarian is delegated by the

President to the appropriate dean or director or, in the case of IFAS and the Health Center, to the Vice President for Agricultural and Natural Resources or Health Affairs. Such promotions will normally be effective only at the beginning of an academic year or on September 1, whichever is appropriate.

b. At the time of promotion, the transfer or recognition of not more than two years of full-time continuous service or the equivalent in part-time continuous service may be counted for eligibility for tenure.

9. Curator (Equivalent Faculty Titles). Candidates for these tenure eligible positions may be awarded in the following equivalent academic ranks: Assistant Curator (equivalent to the rank of Assistant Professor), Associate Curator (equivalent to the rank of Associate Professor), and Curator (equivalent to the rank of Professor).

10. Research or Extension Scientist/Scholar/Engineer Series (Equivalent Faculty titles).

a. Candidates for these tenure ineligible faculty positions are individuals not normally involved in regular academic programs, but carrying out the equivalent faculty duties in research and/or cooperative extension programs which may be funded by external or temporary sources. The candidates in the following ranks shall have the same professional qualifications required of those faculty described in (2)(a)5.-7. above: Research Scientist, Associate Research Scientist, Assistant Research Scientist; Scholar, Associate Scholar, Assistant Scholar; Engineer, Associate Engineer, Assistant Engineer; Extension Scientist, Associate Extension Scientist, Assistant Extension Scientist.

b. These titles may be supplemented by a parenthetical descriptive word or phrase, such as Research Scientist (mathematician). If a faculty member who has held a tenure-ineligible title is subsequently appointed to a regular faculty position in which tenure is normally earned, the

President or designee may recommend credit for not more than two (2) years of such service if an appointment is to be made as an assistant professor, not more than three (3) years if an appointment is to be made as an associate professor, and not more than four (4) years if an appointment is to be made as a professor. Additional credit may be granted for prior experience obtained elsewhere, but total credit granted may not exceed these limits.

c. Faculty holding these titles shall have no regular teaching duties. Teaching on an incidental, occasional basis is not precluded, but substantial and/or continuing teaching assignments will not be made unless and until transfer is made to a tenure-eligible position. In no case shall teaching occupy more than one-quarter time on an annual basis.

11. University Librarian (Faculty titles). Candidates may be awarded these tenure eligible positions in the following academic ranks: Assistant University Librarian, Associate University Librarian, and University Librarian.

12. Lecturer (Faculty title). The candidate in this tenure ineligible faculty position shall have received the academic degree appropriate to the assignment of duties, or equivalent experiences or accomplishments in the field may be substituted.

13. Developmental Research School Faculty Positions (Specialty Faculty titles). Candidates for the permanent status accruing positions of P.K. Yonge (PKY) University Developmental Research School Instructor, PKY Assistant Professor, PKY Associate Professor and PKY Professor, in the department of the College of Education shall hold the qualifications appropriate to these ranks described in sections (2)(a)5.-8. of this rule; however, these specialty faculty titles are not equivalent faculty ranks to those set forth in sections (2)(a)5-8. Candidates for faculty positions at the University's P.K. Yonge Developmental Research School shall have at least a master's degree and normally shall have had at least three years experience or relevant

experience pertinent to the assigned position and shall hold a valid teacher's certificate appropriate to the assignment. Eligibility for permanent status is described in 6CI-7.025 F.A.C.

14. County Extension Agents I, II, III, IV (Extension Faculty titles). Candidates for these permanent status accruing specialty faculty positions shall normally hold a master's degree and/or possess other qualifying experience or accomplishments. Responsibilities include the development of long-range educational programs in the area of responsibility of the Florida Cooperative Extension Service in concert with the county in which the agent is employed. Eligibility requirements and awarding of permanent status and faculty ranks are described in 6CI-7.025 F.A.C. and 6CI-6.009(3) F.A.C.

15. Assistant in and Associate in (Specialty Faculty titles). Candidates for these tenure ineligible specialty faculty positions must hold a master's degree in a field of specialization. In some cases, experience and/or training may be used as a substitute for educational requirements when such training or experience is judged equivalent to these requirements. Authorship or co-authorship of significant publications in the field of specialization may be regarded as evidence of qualifying experience and training. The authority to grant a promotion from the rank of Assistant in to Associate in is delegated by the President to the appropriate dean or director or, in the case of IFAS and the Health Center, to the Vice President for Agricultural and Natural Resources or Health Affairs. Such promotions will normally be effective only at the beginning of an academic year or on September 1, whichever is appropriate. Ordinarily, appointment as Associate in shall constitute a promotion from Assistant in and shall be based on additional qualifying education and/or experience.

(b) Student Titles

1. Postdoctoral Fellow (Specialty Student title). The appointee shall have received the doctorate in a field appropriate to the assigned position offered. The appointment is for the individual's education in research and teaching and is generally limited to two (2) or three (3) years. To qualify for a fellowship exemption under the Federal income tax laws, no assigned duties and responsibilities or services can be required other than those which are an integral part of the Fellow's educational program. Appointees to these specialty student positions shall have no continuing contractual relationship with the University.

2. Postdoctoral Associate (Specialty Student title). The appointee shall have received the doctorate in a field appropriate to the assigned duties and responsibilities. This appointment is used when the individual renders compensable services to the University and is assigned specific duties and responsibilities. Appointees to these specialty student positions shall have no continuing contractual relationship with the University.

3. Graduate Teaching or Research Associate, Medical or Dental Teaching or Research Associate, or Legal Writing Associate (Graduate or Professional Student titles). The appointee shall, as a minimum, have completed most of the work leading to a doctorate. The appointment may be for any desired percentage of full-time, and the assignment shall be commensurate with the percentage of time or the degree of effort of the appointment. Appointees to these positions shall have no continuing contractual relationship with the University. The appointment does not accrue tenure, is not a regular faculty appointment, and is temporary in nature, either because of the character of the project or assignment or because upon completion of requirements for a doctorate, the appointee will not be offered re-appointment to the position. Appointees to these student positions shall have no continuing contractual relationship with the University.

a. Appointees to positions identified by the professional status modifiers Medical or Dental Teaching or Research Associates or Legal Writing Associates, must be registered students in the Colleges of Medicine, Dentistry or Law. Such appointees must meet the standards of their respective colleges.

b. Appointees with the graduate student titles of Graduate Teaching or Research Associates must be properly registered and working toward a graduate degree through the Graduate School, and the appointee must meet the requirements set forth by the Graduate School. Appointment to either one of these positions represents a promotion from the position of Graduate Teaching or Research Assistant.

4. Graduate Teaching or Research Assistant, Medical or Dental Teaching or Research Assistant, or Legal Writing Assistant (Graduate or Professional Student title). The appointee shall have completed 30 semester credits of graduate work. The appointment may be for any desired percentage of full-time effort and the appointee's assignment shall be commensurate with the percentage of time or the degree of effort required by the appointment. Appointees to these positions shall have no continuing contractual relationship with the University. The appointment does not accrue tenure, is not a regular faculty appointment and is temporary in nature either because of the character of the project or assignment or because additional graduate work is proceeding, and upon completion of the degree requirements the appointee will not be offered re-appointment to the position. Appointees to these student positions shall have no continuing contractual relationship with the University.

a. Appointees to positions identified by the professional status modifiers Medical or Dental Teaching, or Research Assistants, or Legal Writing Assistants must be registered students

in the Colleges of Medicine, Dentistry or Law. Such appointees must meet the standards of their respective colleges.

b. Appointees with the graduate student titles of Graduate Teaching or Research Assistant must be properly registered and working toward a graduate degree through the Graduate School and the appointee must meet the requirements set forth by the Graduate School.

5. Graduate Assistant (Graduate Student title). The appointee is normally a beginning graduate student who must be registered in the Graduate School during the period of the appointment for an appropriate study load specified by the Graduate School. The appointment shall be for either one-fourth (1/4), one-third (1/3), or one-half (1/2) time and the assignment shall be commensurate with the percentage of time or the degree of effort required by the appointment. Appointees to this student position shall have no continuing contractual relationship with the University.

6. Resident (Specialty Professional Student title). The appointee serves as a member of the house staff or trainee of a Health Center professional school. The appointee must be a graduate of an approved program or hold a terminal degree appropriate for the appointment and be enrolled in the respective training within his/her selected area of specialization. The term "intern" usually refers to a resident in the first year of postgraduate work in the involved specialty. Appointees to this professional student position shall have no continuing contractual relationship with the University.

(3) Types of Appointments.

Appointments are classified with respect to duration of time and degree of effort as follows:

(a) Duration of time.

1. Continuing - those appointments for periods of no more than a twelve- (12) month period (July 1 - June 30) but at least thirty-nine (39) weeks beginning with the Fall or Summer term.

2. Temporary - those appointments for a period of time of less than thirty-nine (39) weeks of an academic year, or for a specific or limited period of time. If an appointment is temporary, the contract or letter of appointment shall so state and notice of non-renewal of such an appointment is not required.

3. Multi-year – those appointments for a fixed term as indicated in the employment offer and contract. The multi-year contract cannot exceed five years. Persons with such appointments shall not be entitled to notice of non-renewal during the term of the specified multi-year appointment. The appointment shall expire at the end of the specified multi-year period, and no further notice of cessation of employment is required.

(b) Degree of Effort.

1. Full-time - the utilization of effort considered to be the normal or standard amount required during a given time period, equivalent to 100% or 1.00 FTE.

2. Part-time - the utilization of effort considered less than customary or standard during a given time period, equivalent to less than 100% or less than 1.00 FTE or, appointments for less than thirty-nine (39) weeks. It includes either working less than 100% of the time through an academic or calendar year or working full-time for less than the full number of terms in the academic year.

(4) Appointment Status Modifiers

A modifier defines certain conditions of an appointment and is, unless otherwise noted, to be included in the title.

(a) Faculty appointments which include the appointment status modifiers listed below are not eligible for tenure or permanent status.

The University shall notify the appointee in writing of the duties and responsibilities and the tenure or permanent status eligibility of the position at the time of the appointment.

Appointees whose faculty titles include status modifiers shall be considered members of the department for the term of the appointment and for the purpose of the assignment of duties and responsibilities. At the option of the departmental faculty the appointees may also attend, speak, and/or vote on departmental matters subject to the policy of the department and/or college.

These appointments, with the exception of the "emeritus" status, will be reviewed by the appropriate department annually and may be subject to change, renewal, or non-renewal in accordance with the University's procedures.

1. Acting. (Modifier for administrative title). This modifier applies to a temporary appointment to fill a vacancy at an administrative level. The appointee may or may not receive compensation as a result of these temporary duties. Refer to Section (5) of this rule for a description of the academic-administrative classification.

2. Adjunct. This modifier applies to temporary appointments extended to persons of satisfactory professional qualifications who perform temporary teaching, research, or extension functions in connection with established programs. Such persons are appointed for one academic term at a time, are normally compensated on a per-course basis, and possess no continuing contractual relationship with the University. Persons with adjunct appointments may not be employed for more than (50%) fifty percent of the time throughout an academic year, or full-time for more than 26 weeks of a fiscal year, unless approved by the Office Of Academic Affairs. Time spent in this appointment cannot be counted toward tenure or permanent status.

3. Affiliate or Joint. These modifiers apply to persons paid or holding appointments in a department or unit of the University who participate in another department or unit such as (joint) teaching and/or supervision of graduate students and/or research or extension on a regular or infrequent (affiliate) basis. A majority vote of the departmental faculty is required in the secondary department(s) to award such status. Affiliate faculty members may accrue but not be awarded tenure in the affiliate department, until or unless they become regular members of the department with which they hold the affiliate appointment. The rights and privileges of affiliate appointees in the department should be made clear to them at the time of appointment. Affiliate faculty members will be reviewed by the departments annually and such appointments may be altered or terminated at any time.

4. Clinical. The faculty modifier "Clinical" applies to persons of professional qualifications who perform teaching, research, or extension functions in a hospital, clinic, or other clinical environment in connection with an established program of the University. Appointees to the following positions may not accrue tenure and the time spent in these appointments may not be counted as tenure-eligibility service: "Clinical" Instructor in (specialty), "Clinical" Assistant Professor of (specialty), "Clinical" Associate Professor of (specialty), and "Clinical" Professor of (specialty).

5. Emeritus (Modifier for Faculty title). Faculty members, academic administrators, and such other officers of the University as the President may designate shall become eligible for the title "Emeritus" in connection with their faculty rank when they retire. The title is to be conferred, as the word indicates, for recognition by one's colleagues of meritorious service, and it shall entail continued campus courtesies, under the same conditions as required for active faculty and administrators, including parking, use of the library and recreation facilities, admission to athletics

and cultural events, receipt of such publications as are sent to regular faculty members and members of the Alumni Association, participation in contract and grant endeavors, and participation in academic convocations. Consideration for this title shall be accomplished prior to the faculty member's retirement. The names of all eligible nominees shall be submitted by the chairperson to the faculty for a departmental vote. A favorable nomination shall be submitted through the appropriate administrative channels (dean, vice president) to the Office of Academic Affairs for final action.

6. Provisional. This modifier applies to the appointment of a person who is not fully qualified for an academic rank but who expects to acquire such qualification in a short period of time. The appointments are normally for a limited period of time, generally no longer than one (1) year. Such appointments do not carry eligibility for tenure or permanent status during the duration of the appointment, and persons holding such appointments have no continuing contractual relationship with the University. Time spent in the appointment may be counted as tenure or permanent-status eligible service. The appointment may be extended beyond one year subject to the following limitations:

- a. Provisional Instructor or equivalent: three (3) years.
- b. Provisional assistant professor or equivalent: two (2) years.

7. Visiting. This modifier applies to appointments extended to qualified persons who are not expected to be available for more than limited periods of time, or to appointments to positions which are not expected to be available for more than a limited period of time. This appointment is not eligible for tenure or permanent status. The title may not normally be held for more than four (4) years or the equivalent in proportional time unless approved by the Office of Academic

Affairs. Time accrued in a Visiting position may count toward tenure or permanent status eligible service.

8. Courtesy/Honorary/Affiliated Clinical/Industry - These modifiers apply to persons having the appropriate professional qualifications or having distinction and honor in his or her field who are appointed without compensation to a department, center or unit faculty. The “Industry” modifier may also be used for persons from industry who are paid with Other Personnel Services (OPS) funds only. Persons appointed with this status may or may not be otherwise affiliated with the University. This appointment is not eligible for tenure or permanent status. Time spent in this appointment shall not count as tenure or permanent status eligible service. The “Affiliated Clinical” modifier is to be used for appointments in the Health Science Center only. Promotion shall be based on the credentials of the appointee and the recommendation of the faculty and administrators of the department, college and unit, as appropriate. Requests for promotion are submitted to the Office of Academic Affairs for final review and approval.

9. Research. This modifier may be used in those instances where a person holding professional rank is primarily engaged in research and whose continuation in the appointment is dependent on the University’s receipt of monies from a third party pursuant to a research contract or grant with the University. This appointment is not eligible for tenure or permanent status. Time in the appointment may be counted as tenure or permanent status earning service.

10. Program. This modifier may be used in those instances where a person holding professional rank is primarily engaged in Florida Cooperative Extension Service work and is funded through non-appropriated sources. This appointment is not eligible for tenure or

permanent status, and time in the appointment may not be counted as tenure or permanent status earning service.

11. Multi-year. This modifier applies solely to non-tenure or non-permanent status earning faculty ranks who are appointed and employed for a fixed term, unless terminated for cause, as indicated in the employment offer and contract. The multi-year contract cannot exceed five years. The modifier may be used only for appointments that are not tenure eligible or permanent status eligible.

(b) Professional status and student modifiers may be used to describe the professional school or area or the position filled by a student as described in (2)(b) of this rule. Appointees should be advised of the duties and responsibilities and the duration of such appointments and any special conditions required.

(5) Academic-Administrative Classification Titles. (Administrative/Faculty Title).

(a) Faculty appointed to serve in academic-administrative classifications as described in the SUS Employment Plan, such as vice presidents, deans, directors, or department chairperson, or to administrative and professional administrative positions shall retain the rights and privileges afforded to them by their faculty rank. The following provisions shall apply to faculty members who are appointed to academic-administrative classifications or administrative positions.

1. Faculty appointed to serve in these administrative appointments shall not be eligible for tenure or permanent status in such appointments. Tenure or permanent status shall neither accrue toward nor be granted in an administrative classification.

2. Tenure or permanent status granted to any faculty member prior to or during any such administrative appointment shall be retained only in the faculty rank in which it was granted. Any tenure or permanent status consideration during such appointment shall be based on the

faculty duties rather than the administrative portion of the assignment and on the University's criteria for tenure and promotion. Upon the cessation of such appointment, the faculty member shall be entitled to reassignment to the same or similar position in which tenure or permanent status was granted or held (or would normally have been granted or held) in the faculty rank at the time of such administrative appointment, and at a salary range that would have been earned had the faculty position been held continuously.

3. Non-tenured and non-permanent status faculty who are appointed to serve in such administrative appointments shall be entitled to written notice of non-renewal if they are not to be offered further employment with the University.

4. Non-tenured faculty in tenure-accruing positions and non-permanent status faculty in permanent status-accruing positions who are appointed to serve in such administrative appointments shall accrue time toward tenure or permanent status only in their academic rank during such appointment. Appointees shall be advised in writing of the tenure or permanent status-earning eligibility of the appointment at the time of the initial appointment in the academic-administrative classification.

(b) A faculty member holding an academic-administrative classification or administrative position may be removed or reassigned to other institutional duties at any time during the term of the appointment. If the faculty member is reclassified and reassigned, the salary rate and appointment period shall be adjusted to reflect the new responsibilities. The change in the appointment status shall be submitted through the appropriate administrative channels to the Office of Academic Affairs for approval. Such removal or reassignment shall be discussed with the faculty member at such time and, if appropriate, with administrators of other departments or units affected.

(c) Faculty appointed to serve in academic-administrative classifications or administrative positions shall have no right to continue appointment in such classifications or positions beyond the term of the appointment period. An appointment term shall automatically expire at the end of the contractual period [twelve- (12) months or nine- (9) months or in the case of the University Laboratory School, ten- (10) months] or on June 30, whichever occurs first. Such appointments are subject to annual renewal in accordance with 6C1-7.004(3) F.A.C., and notice of non-renewal shall not be required for the administrative appointment.

Specific Authority 240.227(5) FS.

Law Implemented 240.227(5) FS.

History--New 12-9-75, Amended 8-15-78, 8-19-79, Formerly 6C1-7.05, 7.06, 7.08, 7.12, FAC, 3-26-80, 5-14-85, Formerly 6C1-7.03, Amended 4-30-95, 7-17-97, 6-28-98, 6-15-99, 6-21-2000.