

**Appendix B: Chart Outlining Academic Appointments with Teaching Functions**  
 (For complete information, refer to the Administrative Policy: Academic Appointments with Teaching Functions)

Revised  
Dec. 2007

Category	Sub-Category	Titles	Prefix / Working Title	Appointment Term	Appointment Type	Governing Document	Selection process	Recommendations required to hire	Approvals required to hire	Criteria	Requirements	Benefits	Performance Review	Reappointment or Non-Renewal Notice Requirement	Governance
Regular (Tenured and Tenure-Track) Faculty		9401 Professor 9402 Associate Professor 9403 Assistant Professor 9404 Instructor 9410 Regents Professor  Holders of endowed chairs are included		Normally  A – 12 month B – 9 month  <i>Other Terms</i>  Refer to “Appointment Types”  <a href="https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/document/s/asset/ohr_2_5234.pdf">https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/document/s/asset/ohr_2_5234.pdf</a>	Normally  P – indefinite tenure  N – probationary status  <i>Other Types</i>  Refer to “Appointment Types”  <a href="https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_2_5234.pdf">https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_2_5234.pdf</a>  <i>Other types to be used as the situation dictates:</i>  C – special contract  R – retired  X – outside term of appointment  0 – other	Faculty Tenure	<i>Search</i>  ▪ National  <i>No Search Options</i>  ▪ Spousal / Partner ▪ Exceptional	▪ Refer to Guidelines for Recruiting and Appointing Academic Personnel  <a href="http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html">http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html</a>	▪ Refer to Guidelines for Recruiting and Appointing Academic Personnel  <a href="http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html">http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html</a>	• Appropriate if the individual is engaged in teaching, research and service (Sec. 7.11 – Faculty Tenure) • Terminal or / professional degree recognized by the discipline normally required	• Hiring of tenured / tenure-track faculty is to be in accordance with appropriate budget considerations and the approved collegiate funding plan	• Standard fringe benefits if eligibility requirements are met. Refer to Benefits Summary  <a href="http://www1.umn.edu/ohr/benefits/bensum/index.html">http://www1.umn.edu/ohr/benefits/bensum/index.html</a>  • Faculty Sabbatical Leave • Faculty Single Semester Leave • Faculty Sabbatical Supplement Program – funding awarded according to criteria and procedures established by the college or campus	• Annual review as part of the unit’s merit review • Probationary faculty – reviewed annually in the promotion and tenure process • Probationary faculty – additional review when considered for promotion and/or tenure (Sec. 7 – Faculty Tenure) • Tenured Faculty – Subject to post-tenure review	• Probationary faculty – appointment may be terminated with one year’s notice given by April 15 ▪ Probationary faculty – must be granted tenure during the sixth year (ninth year in special cases) or given one year’s notice of non-continuation ▪ May be removed for cause in accordance with Faculty Tenure	• Full right to participate in the governance of the unit • Participation in promotion and tenure decisions and post-tenure reviews in accordance with Faculty Tenure.

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Term (Non-Tenure Track) Faculty	Contract Faculty	9401 Professor 9402 Associate Professor 9403 Assistant Professor 9404 Instructor	<ul style="list-style-type: none"> <li>Teaching</li> <li>Research</li> <li>Clinical</li> <li>Service / Outreach</li> </ul>	<p><i>Normally</i></p> <p>A – 12 month</p> <p>B – 9 month</p> <p><i>Other Terms</i></p> <p>Refer to “Appointment Types”</p> <p><a href="https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_25234.pdf">https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_25234.pdf</a></p> <p><a href="https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf">https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf</a></p>	<p>K – annual renewable contract</p> <p>J - multiple year contract</p> <p>I – clinical scholar, medical school</p> <p>W – yearly appointment, medical school</p> <p><i>Other types to be used as the situation dictates:</i></p> <p>R – retired</p> <p>X – outside term of appointment dates</p> <p>Z – non-credit teaching/other professional work</p> <p>0 – other</p>	Faculty Tenure (Section 3.3 and 3.4)	<p><i>Search</i></p> <ul style="list-style-type: none"> <li>National or Limited – Regional</li> </ul> <p><i>No Search Options</i></p> <ul style="list-style-type: none"> <li>Spousal / Partner</li> <li>Exceptional</li> </ul> <p>For other no search options, refer to the Guidelines for Recruiting and Appointing Academic Personnel</p> <p><a href="http://www1.umn.edu/ohr/policies/hiring/recruiting/facpa/index.html">http://www1.umn.edu/ohr/policies/hiring/recruiting/facpa/index.html</a></p>	<p><i>Search</i></p> <ul style="list-style-type: none"> <li>Faculty of the unit</li> </ul> <p><i>No Search</i></p> <p>Refer to the Guidelines for Recruiting and Appointing Academic Personnel</p> <p><a href="http://www1.umn.edu/ohr/policies/hiring/recruiting/facpa/index.html">http://www1.umn.edu/ohr/policies/hiring/recruiting/facpa/index.html</a></p>	<p><i>Search</i></p> <ul style="list-style-type: none"> <li>Dean or other responsible administrator</li> </ul> <p><i>No Search</i></p> <p>Refer to the Guidelines for Recruiting and Appointing Academic Personnel</p> <p><a href="http://www1.umn.edu/ohr/policies/hiring/recruiting/facpa/index.html">http://www1.umn.edu/ohr/policies/hiring/recruiting/facpa/index.html</a></p>	<ul style="list-style-type: none"> <li>Percentage of time engaged in each of the three faculty activities of teaching, research, outreach / service</li> <li>Terminal or professional degree recognized by the discipline normally required</li> <li>Pre-approved use of contract faculty (Contract Faculty Template Request)</li> <li>Circumstances match with situations allowable under Section 3.4 Appropriate use of term appointments</li> </ul>	<p>Contract template completed by the college/campus</p> <p>Contract template approved by:</p> <ul style="list-style-type: none"> <li>Dean</li> <li>VP or Chancellor (as appropriate)</li> <li>SVPP</li> <li>VP for HR</li> </ul> <p>SVPP &amp; VP for HR to consult with:</p> <ul style="list-style-type: none"> <li>Faculty Senate Committee on Academic Freedom and Tenure</li> </ul> <p>Annually reviewed by:</p> <ul style="list-style-type: none"> <li>SVPP, VP for HR and Faculty Senate Committee on Academic Freedom and Tenure</li> </ul> <p>To amend approved contract request:</p> <ul style="list-style-type: none"> <li>Consultation between dean and regular faculty</li> <li>Approved by VP for HR</li> </ul>	<ul style="list-style-type: none"> <li>Standard fringe benefits if eligibility requirements are met. Refer to Benefits Summary</li> </ul> <p><a href="http://www1.umn.edu/ohr/benefits/bensum/index.html">http://www1.umn.edu/ohr/benefits/bensum/index.html</a></p> <ul style="list-style-type: none"> <li>Faculty Sabbatical Leave – dependent on funding and unit head and dean approval</li> <li>Faculty Single Semester Leave – dependent on funding and unit head and dean approval</li> </ul>	<ul style="list-style-type: none"> <li>Annual review</li> <li>In-depth review every six years (by committee representative of regular faculty and term faculty)</li> </ul>	<p><i>Non-Renewal</i></p> <ul style="list-style-type: none"> <li>1<sup>st</sup> year academic employment – 1 month notice</li> <li>2-5 years academic employment – 3 month notice</li> <li>6-10 years academic employment – 6 month notice</li> <li>11<sup>th</sup> year or more academic employment – 12 month</li> </ul> <p>* UMD Faculty – Non-renewal notice not applicable</p>	<ul style="list-style-type: none"> <li>Participation in faculty governance</li> <li>Do not participate in decisions regarding the appointment, promotion and tenure, or retention of members of regular faculty</li> <li>Eligible to participate in U Senate (pending)</li> </ul>

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Term (Non-Tenure Track) Faculty	Temporary	9401 Professor 9402 Associate Professor 9403 Assistant Professor 9404 Instructor  For a complete list of possible titles and appropriate job codes, refer to Job Code and Title Information  <a href="https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf">https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf</a>	<ul style="list-style-type: none"> <li>Teaching</li> <li>Research</li> <li>Clinical</li> <li>Service / Outreach</li> </ul>	Typically one academic year or less, in exceptional situations may be reappointed for a second year	T - temporary	Faculty Tenure (Section 3.3 and 3.4)	<p><i>Search</i></p> <ul style="list-style-type: none"> <li>National or Limited – Local or Regional</li> </ul> <p><i>No Search Options</i></p> <ul style="list-style-type: none"> <li>Spousal / Partner</li> <li>Exceptional</li> </ul> <p>For other no search options, refer to the Guidelines for Recruiting and Appointing Academic Personnel</p> <p><a href="http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html">http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html</a></p>	<p><i>Search</i></p> <ul style="list-style-type: none"> <li>Faculty of the unit (or faculty committee as delegated by faculty)</li> </ul> <p><i>No Search</i></p> <p>Refer to the Guidelines for Recruiting and Appointing Academic Personnel</p> <p><a href="http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html">http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html</a></p>	<p><i>Search</i></p> <ul style="list-style-type: none"> <li>Dean or other responsible administrator as appropriate</li> </ul> <p><i>No Search</i></p> <p>Refer to the Guidelines for Recruiting and Appointing Academic Personnel</p> <p><a href="http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html">http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html</a></p>	<ul style="list-style-type: none"> <li>Appointment not appropriate if a regular faculty or contract faculty appointment can be made</li> </ul>	<ul style="list-style-type: none"> <li>Appointment document is to identify the qualifying condition(s) applicable under Sec. 3.4 of Faculty Tenure</li> <li>Reappointment for second year dependent on:                             <ul style="list-style-type: none"> <li>Exceptional circumstances / special needs of unit</li> <li>Individual's high quality performance</li> </ul> </li> <li>VP for HR approval required to renew for second appointment term</li> <li>Renewals reviewed annually by SVPP and VP for HR with Faculty Senate Committee on Academic Freedom and Tenure</li> </ul>	<ul style="list-style-type: none"> <li>Standard fringe benefits if eligibility requirements are met. Refer to Benefits Summary  <a href="http://www1.umn.edu/ohr/benefits/bensum/index.html">http://www1.umn.edu/ohr/benefits/bensum/index.html</a></li> <li>Not eligible for Faculty Sabbatical Leave or Single Semester Leave - however, if individual is subsequently hired into a regular or contract faculty position, time spent in temporary status should be reviewed to determine prior service credit for eligibility for sabbaticals and single semester leaves</li> </ul>	<ul style="list-style-type: none"> <li>Informal performance review</li> <li>Annual review if second year appointment is contemplated</li> </ul>	<ul style="list-style-type: none"> <li>Decision to reappoint suggested to be delivered not later than April 15 for the following year</li> </ul>	<ul style="list-style-type: none"> <li>Participation in discussion of relevant and applicable issues encouraged</li> <li>No vote in faculty governance</li> </ul>

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Term (Non-Tenure Track) Faculty	Visiting	9401V Visiting Professor 9402V Visiting Associate Professor 9403V Visiting Assistant Professor 9404V Visiting Instructor  For a complete list of possible titles and appropriate job codes, refer to Job Code and Title Information  <a href="https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf">https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf</a>	<ul style="list-style-type: none"> <li>Teaching</li> <li>Research</li> <li>Clinical</li> <li>Service / Outreach</li> </ul>	Typically for periods of one year or less	V –visiting	Faculty Tenure	<ul style="list-style-type: none"> <li>No formal search required</li> <li>All available candidates should be reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Faculty of the unit (or faculty committee or unit head as delegated by faculty)</li> </ul>	<ul style="list-style-type: none"> <li>Dean or other responsible administrator as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Must be person on leave from regular appointment at another university, research institution, government service, or other similar organization</li> </ul>		<ul style="list-style-type: none"> <li>Standard health benefits if on the U of M payroll (retirement benefits not available). Refer to Benefits Summary  <a href="http://www1.umn.edu/ohr/benefits/bensum/index.html">http://www1.umn.edu/ohr/benefits/bensum/index.html</a></li> <li>Not eligible for Faculty Sabbatical Leave or Single Semester Leave - however, if individual is subsequently hired into a regular or contract faculty position, time spent in visiting or other temporary status should be reviewed to determine prior service credit for eligibility for sabbaticals and single semester leaves</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>Participation in discussion of relevant and applicable issues encouraged</li> <li>No vote in faculty governance</li> </ul>

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Adjunct Faculty	<i>Adjunct</i> from within the University	9401A Adjunct Professor 9402A Adjunct Associate Professor 9403A Adjunct Assistant Professor 9404A Adjunct Instructor	<ul style="list-style-type: none"> <li>None</li> </ul>	One-year term (unless otherwise specified in writing by dean and the faculty member)  May be renewed any number of times by mutual agreement of faculty member and dean	B – adjunct from within the University  Z – non-credit teaching/other professional work	Faculty Tenure (Section 3.3 and 3.4)	<i>Search</i> <ul style="list-style-type: none"> <li>No formal search required</li> </ul>	<ul style="list-style-type: none"> <li>Faculty of the unit (or faculty committee as delegated by faculty)</li> </ul>	<ul style="list-style-type: none"> <li>Dean or other responsible administrator as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Must hold a regular or term (contract or temporary) faculty position in another unit of the University.  <a href="http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html">http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html</a></li> </ul>		<ul style="list-style-type: none"> <li>Determined by primary appointment (both appointments count towards percentage of time eligibility)</li> </ul>	<ul style="list-style-type: none"> <li>Annual performance review conducted by unit head (prior to reappointment)</li> <li>In-depth review by regular faculty of the unit at least every six years (faculty may delegate review to committee)</li> </ul>	None	<ul style="list-style-type: none"> <li>Not a member of the governance bodies of unit in which adjunct appointment is held</li> </ul>

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Adjunct Faculty	<i>Adjunct or Clinical</i> from outside the University	<i>Adjunct</i> 9401A Adjunct Professor 9402A Adjunct Associate Professor 9403A Adjunct Assistant Professor 9404A Adjunct Instructor  <i>Clinical</i> 9401C Clinical Professor 9402C Clinical Associate Professor 9403C Clinical Assistant Professor 9404C Clinical Instructor  For a complete list of possible titles and appropriate job codes, refer to Job Code and Title Information  <a href="https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf">https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf</a>	<i>Adjunct</i> • Teaching • Research • Clinical • Service / Outreach  <i>Clinical</i> • Teaching • Research • Service / Outreach	Single semester, summer term or one academic year	A – adjunct from outside the University  U – clinical  Z – non-credit teaching/other professional work	Faculty Tenure (Sections 3.3 and 3.4)	• Limited – Local	• Unit head with approval of the regular faculty of the unit and, as appropriate, representation of adjunct or clinical faculty (faculty may delegate review to a committee or to the unit head) • Faculty must recommend reappointment	• Dean or other responsible administrator as appropriate	• May be used for individuals who have a principal occupation in professional activities in the community or are retired from such occupation  • Appointments normally should not exceed approximately 20 percent time  • If the appointment will exceed 20 percent time, a contract or temporary faculty appointment or a Teaching Specialist, Senior Teaching Specialist, Lecturer or Senior Lecturer appointment should be considered	• A justification must be forwarded to the SVPP and VP for HR if the appointment needs to significantly exceed 20 percent time	• None	• Annual performance review if reappointment is considered • In-depth review by the unit's regular at least once every six years (faculty may delegate review to committee)	May be reappointed without a search if there has been appropriate review and affirmative faculty recommendation	• Do not participate in the governance of the unit, unless otherwise specified by departmental procedures

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Academic Staff	<i>Academic Professionals who hold primary responsibility for teaching</i>	9754 – Teaching Specialist 9771 – Senior Teaching Specialist 9753 – Lecturer 9770 – Senior Lecturer  For a complete list of possible titles and appropriate job codes, refer to Job Code and Title Information <a href="https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf">https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf</a>	Combination of any of the following: • Adjunct • Teaching • Research • Clinical • Service / Outreach  with any of the following: • Professor • Associate Professor • Assistant Professor	Normally for the academic year or for one semester or summer term, but may be renewed	K – annual renewable contract J – multiple year contract H – probationary academic professional staff G – continuous academic professional staff  <i>Other appointment types to be used as the situation dictates:</i>  R – retired  X – outside term of appointment dates  Z – non-credit teaching/other professional work	Academic policies for P&A	<i>Search</i>  • Limited – local  • Limited – Regional  • National  <i>No Search Options</i>  • Spousal/partner  • Exceptional  For other no search options, refer to the Guidelines for Recruiting and Appointing Academic Personnel  <a href="http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html">http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html</a>	Regular faculty of unit or designated committee, mostly comprised of regular faculty of the unit, and also including appropriate members of the unit’s Academic Professional staff		<ul style="list-style-type: none"> <li>• Appointments of any percentage time are permissible; full-time appointments are encouraged</li> <li>• Appointments to these positions are primarily to provide instruction; responsibilities pertinent to the other two primary faculty functions not expected</li> <li>• <i>Teaching Specialist or Senior Teaching Specialist</i> <ul style="list-style-type: none"> <li>• Masters degree normally required</li> <li>• Competence to teach the material of specific courses</li> </ul> </li> <li>• <i>Lecturer or Senior Lecturer</i> <ul style="list-style-type: none"> <li>• Degree expected of faculty in department or substantial professional recognition in the field is required</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Justification on a programmatic basis by unit and dean for any appointment pattern of less than full-time</li> <li>• Use of any of the working titles granted by vote of the faculty of unit, either on an individual case basis or for all holders of a particular title in that unit</li> <li>• Use of any of the working titles must be approved by the unit head and dean following affirmative recommendation from faculty</li> <li>• Appointments made only in accordance with collegiate plan and supplemental plan (if required)</li> <li>• Approval of graduate faculty required for individuals needed to teach 5xxx or 8xxx level classes</li> <li>• Simultaneous appointment in the Graduate School required for full, associate, and/or examining membership in the graduate faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Standard fringe benefits if eligibility requirements are met. Refer to Benefits Summary <a href="http://www1.umn.edu/ohr/benefits/bensum/index.html">http://www1.umn.edu/ohr/benefits/bensum/index.html</a></li> <li>• P&amp;A Staff Development Leaves as provided for by the unit</li> </ul>	<ul style="list-style-type: none"> <li>• Annual performance review</li> <li>• In-depth review at least once every six years by regular faculty with appropriate representation of other academic professionals (faculty may delegate review to committee)</li> </ul> <p align="center"><i>Promotion in Rank</i></p> <ul style="list-style-type: none"> <li>• Thorough performance review by committee comprised of representation from regular faculty and academic professionals</li> </ul>	<i>Non-Renewal</i>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> year academic employment – 1 month notice</li> <li>• 2-5 years academic employment – 3 month notice</li> <li>• 6-10 years academic employment – 6 month notice</li> <li>• 11<sup>th</sup> year or more academic employment – 12 month notice</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in decisions regarding policies, courses and programs in which there is involvement</li> <li>• Do not participate in decisions regarding the appointment, promotion and tenure of members of the regular faculty</li> <li>• Eligible to participate in U Senate</li> </ul>



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Category	Sub-Category	Titles	Prefix / Working Title	Appointment Term	Appointment Type	Governing Document	Selection process	Recommendations required to hire	Approvals required to hire	Criteria	Requirements	Benefits	Performance Review	Reappointment or Non-Renewal Notice Requirement	Governance
Academic Staff	<i>Academic Professionals who hold primary responsibility for teaching, continued</i>										<ul style="list-style-type: none"> <li>If an academic staff member in another employment class undertakes teaching assignments as an ongoing principal activity, the individual must be moved into one of the unit's approved categories of appointment by following the required appointment procedures</li> </ul>				
Academic Staff	<i>Academic Professional or Administrative staff with primary non-instructional duties who assume part-time instructional duties</i>	9754 – Teaching Specialist  9771 – Senior Teaching Specialist  9753 – Lecturer  9770 – Senior Lecturer  For a complete list of possible titles and appropriate job codes, refer to Job Code and Title Information  <a href="https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf">https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_53518.pdf</a>	Combination of any of the following: <ul style="list-style-type: none"> <li>Adjunct</li> <li>Teaching</li> <li>Research</li> <li>Clinical</li> <li>Service / Outreach</li> </ul> and/or  with any of the following: <ul style="list-style-type: none"> <li>Professor</li> <li>Associate Professor</li> <li>Assistant Professor</li> </ul>	For single course, semester or summer term	Primary appt. defines the individual's employment; secondary appointment is tied to instructional responsibilities  Q – annual, renewable, additional appointment (teaching)  Z – non-credit teaching/other professional work  <i>Other types to be used as the situation dictates:</i>  0 - other	Academic policies applicable to P&As	<i>Search</i> <ul style="list-style-type: none"> <li>Limited – Internal to University</li> <li>Search required</li> </ul> <i>No Search Options</i>  Refer to the Guidelines for Recruiting and Appointing Academic Personnel  <a href="http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html">http://www1.umn.edu/ohr/policies/hiring/recruit-facpa/index.html</a>	Regular faculty of unit or designated committee, mostly of regular faculty of the unit, and also including appropriate members of the unit's Academic Professional staff		<ul style="list-style-type: none"> <li>Teaching assignment must be secondary to principal duties</li> <li>Normally appointment should occupy no more than 20 percent of assigned responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Appointments made only in accordance with collegiate plan</li> <li>If academic staff member in this category undertakes teaching responsibilities as an ongoing principle activity, the individual must be moved into one of the Academic Professional positions for which teaching is the primary responsibility</li> <li>Approval of graduate faculty required for individuals to teach 5xxx or 8xxx level classes</li> <li>Simultaneous appointment in the Graduate School required for full, associate and/or examining membership in the graduate faculty</li> </ul>	<ul style="list-style-type: none"> <li>Determined by primary appointment (both appointments count towards percentage of time eligibility)</li> </ul>	<ul style="list-style-type: none"> <li>Annual performance review prior to reappointment</li> <li>In-depth review at least once every six years by regular faculty with appropriate representation of other academic professionals (faculty may delegate review to committee)</li> </ul>	<i>Reappointment</i> <ul style="list-style-type: none"> <li>May be reappointed</li> </ul> <i>Non-reappointment</i> <ul style="list-style-type: none"> <li>No notice to secondary instructional appointment is required</li> </ul>	<ul style="list-style-type: none"> <li>Participation in deliberations and decisions relating to policies, courses and programs in which there is involvement is encouraged</li> </ul>



**Appendix B: Chart Outlining Academic Appointments with Teaching Functions**  
 (For complete information, refer to the Administrative Policy: Academic Appointments with Teaching Functions)

Revised  
Dec. 2007

Category	Sub-Category	Titles	Prefix / Working Title	Appointment Term	Appointment Type	Governing Document	Selection process	Recommendations required to hire	Approvals required to hire	Criteria	Requirements	Benefits	Performance Review	Reappointment or Non-Renewal Notice Requirement	Governance
Graduate Assistants	Teaching Assistants	9511 – Teaching Assistant  9515 – Graduate Instructor  9517 – Ph.D. Candidate Graduate Instructor  9518 – Advanced Masters Teaching Assistant  9519 – Ph.D. Candidate Teaching Assistant  9574 – Summer Session w/ tuition benefits  9575 – Summer Session w/o tuition benefits  9571 – Summer Term TA		A – 12 month  B – 9 month  <i>9574 and 9575</i>  S – Summer Session  <i>Other Terms</i>  Refer to “Appointment Types”  <a href="https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/document/s/asset/ohr_25234.pdf">https://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/document/s/asset/ohr_25234.pdf</a>	Y – number of years restricted	Graduate Assistant policies	<ul style="list-style-type: none"> <li>Internal posting within individual departments</li> <li>University-wide posting</li> </ul>			<ul style="list-style-type: none"> <li>Limited to students registered in a graduate or post – baccalaureate professional degree program at the U of M</li> <li>Not required to register during the summer to hold a TA position</li> </ul> <p><i>9511 &amp; 9515 only</i></p> <ul style="list-style-type: none"> <li>Must be enrolled in a minimum of six credits for each term the assistantship is held</li> </ul> <p><i>9517, 9518 &amp; 9519 only</i></p> <ul style="list-style-type: none"> <li>Must be enrolled in a minimum of one credit for each term the assistantship is held</li> </ul>		<ul style="list-style-type: none"> <li>Tuition Benefit (except 9575)</li> <li>Health care benefits available through Graduate Assistant Insurance Program</li> <li>Extended benefits based on eligibility</li> </ul>	<ul style="list-style-type: none"> <li>Recommended but not required</li> </ul>	<ul style="list-style-type: none"> <li>Recommended guideline – notification to not reappoint spring term, delivered by November 15; to not reappoint for fall term, delivered by April 15</li> </ul>	