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OU - Norman Campus Guidelines
ASSIGNING APPROPRIATE TEMPORARY FACULTY TITLES

There are several important distinctions among the titles used when appointing faculty on the Norman Campus. These include:

1. Regular versus temporary appointments
2. Full time versus part time faculty
3. Uses of the four title modifiers - "visiting", "adjunct", "acting", and "affiliated"
4. Which titles are included among counts of "instructional faculty" and which titles are included among counts of "research faculty"

I. REGULAR VERSUS TEMPORARY FACULTY

Regular Faculty [tenured, tenure track, ranked, renewable term (clinical)] are hired through a faculty search process involving the faculty members within the academic unit. These regular faculty are involved in faculty governance and curriculum development and are eligible for such career development options as sabbaticals (for greater detail, see sections 3.1 and 3.5 of the Norman Campus Faculty Handbook).

Regular faculty are appointed on a 9-month contract period from August 16 through May 15, although the appointment period may not coincide precisely with the instructional period. Regular faculty are usually full time (1.00 FTE) although there are a few exceptions on the Norman campus. Regular faculty are assigned unique position numbers in the budget and salary increase money is made available for these budgeted lines when filled. Salary lines for regular faculty must be funded with permanent recurring funds from either E&G funds or endowment funds, reflecting the long-term commitment that the institution makes in developing the regular faculty.

Temporary (full time or part time) faculty are typically hired through an internal search process using good hiring practices 1) on a semester or annual basis by Chairs, or Directors as needed to fulfill the instructional mission of the institution or 2) by Principle Investigators as needed to fulfill the research mission of the institution. These individuals are not typically involved in faculty governance [visiting professors, visiting associate professors, visiting assistant professors, adjunct professors, adjunct associate professors, adjunct assistant professors, instructors (both renewable term and year by year), adjunct instructors, visiting instructors, lecturers (both renewable term and year by year), visiting lecturers, adjunct lecturers, research-professors, associate research-professors, assistant research-professors]. These individuals are not assigned unique budget positions (with a few historical exceptions), but are typically paid through pooled salaries lines or unbudgeted single positions or from grants and contracts. They do receive benefits based on their title and FTE, except "adjuncts".

E&G Salary increase money is not made available for these titles. For more recruiting information see <http://www.ou.edu/content/dam/provost/documents/faculty-recruiting-procedures.pdf#page=10>.

II. FULL TIME VERSUS PART TIME

Most regular faculty are full time, i.e., appointed at 1.00 FTE. Their primary professional responsibilities are carried out within the scope of this appointment.

Many temporary faculty - either in research or in instruction - are appointed at less than 1.00 FTE. Many of these part time faculty have other jobs that can be considered their primary jobs. Except for “adjuncts”, anyone at OU who is appointed at a 0.5 FTE or greater is eligible for fringe benefits proportionate to their FTE.

As of July 1, 2013, OTRS will require all employees appointed at any FTE, except “adjuncts, postdoctoral researchers, fellows, or scholars”, to make a one-time non-revocable choice to be in OTRS. Employees less than .50 FTE choosing OTRS would contribute to the Oklahoma Teachers Retirement System; however, the University policy will maintain appointment eligibility at .50 FTE or greater for retirement benefits in the Optional Retirement Plan (ORP).

III. USE OF FOUR TITLE MODIFIERS - VISITING, ADJUNCT, ACTING, and AFFILIATED

Visiting - Faculty appointments with the modifier “visiting” in the title should be reserved for individuals who hold permanent jobs at other higher education institutions or in the public or private sector at an equivalent level but who are on campus in a full time or part time capacity for a year or so.

Faculty with the modifier **Visiting** in their title have the **option** of participating in OTRS or not. Most who will be on campus less than three years choose not to participate. Visiting Professors assigned 0.5 FTE or greater do receive benefits in proportion to their percentage of appointment.

Adjunct - Faculty appointments with the modifier “adjunct” in the title should be reserved for individuals who hold other permanent, primary jobs (staff jobs at OU or permanent jobs elsewhere) but who are hired to teach at OU. In most cases these individuals will be part-time in their instructional roles at OU; occasionally they may be full time as adjunct professors as well as holding a full time job outside of OU.

The title “Adjunct” is not a benefit-eligible position. Adjuncts will be assumed to have benefits through their full-time position with another employer. Adjunct faculty are not eligible to join OTRS unless they are already members by virtue of their primary jobs. “Adjuncts” who are currently participating in OTRS with another employer must participate in OTRS as an OU adjunct. The individual is responsible for contacting the OU Benefits Office to notify them of their OTRS status; if not, OTRS will collect the amount due at the time of the employee’s retirement request from both the university and the individual.

OU staff holding a 1.0 FTE appointment in their primary positions who are being assigned an additional temporary instructional faculty title must be appointed at 0.00 FTE for the adjunct title and then paid through supplemental pay. These individuals must seek the permission of their immediate supervisor as well as the appropriate Vice President prior to committing to any instructional assignment (form is available on the Provost’s webpage, “permission for supplemental pay for OU full time staff seeking appointment to temporary instructional faculty titles”). Based on

the retirement requirements of their regular appointment OTRS contributions are withheld from the employees supplemental pay; however, defined contributions are not made on supplemental payments.

OU staff holding less than a 1.0 FTE appointment in their primary positions who are being assigned an additional temporary instructional faculty title can EITHER be appointed and paid through the monthly payroll, as long as their total FTE does not exceed 1.0, or be appointed at zero FTE and paid through additional pay. This makes no difference to the individual in terms of their tax responsibilities. However, additional benefit eligible appointments for part-time staff or faculty should be processed through the University payroll to allow benefit contributions to be calculated on the total FTE and allow the employee to receive defined contributions on the additional earnings.

Acting - Appointments made with the modifier **acting** in the title are reserved for two different situations:

- a. When a newly hired Assistant Professor has not yet completed their Ph.D. by the start of their appointment date, their title is changed to Acting Assistant Professor; and there is typically a reduction in the 9-month salary. Details of this possibility are included in the Senior Vice President & Provost's Official Offer letter sent to all newly hired faculty who have not yet completed their terminal degrees on the date the letter is sent.
- b. When a faculty member steps into an administrative appointment as a temporary replacement for a Chair, Director or Dean who will be returning to the administrative role, they are appointed as "Acting" Chair, Director, or Dean.

Affiliated - Faculty appointments with the modifier "affiliated" in the title should be reserved for individuals who do not hold a paid position at OU. They may be serving on a committee or be assigned as practicum instructors. If an OU employee is given an additional appointment for no salary, use the adjunct modifier.

IV. WHICH TITLES ARE INCLUDED AMONG COUNTS OF "INSTRUCTIONAL FACULTY" AND COUNTS OF "RESEARCH FACULTY"

Instructional faculty are those assigned teaching responsibilities by chairs/directors in order to meet the curricular needs of all academic programs. The Office of Institutional Research and Reporting is charged with keeping an accurate report of instructional faculty for various state and federal agencies and for a wide variety of higher education associations. It is important that anyone appointed to an instructional faculty title has instructional responsibilities.

Research faculty are assigned responsibilities for research and creativity activity by the appropriate principle investigator or chairs/directors in order to meet the research mission of the University. The Office of Institutional Research and Reporting is charged with keeping an accurate report of research faculty for various state and federal agencies and for a wide variety of higher education associations. It is important that anyone appointed to a research faculty title has research responsibilities.

INSTRUCTIONAL FACULTY TITLES include:

Professors, Associate Professors, Assistant Professors

These titles are reserved for those individuals who have completed a faculty search process and have been selected by their peers. They are regular faculty. These faculty are also counted as research faculty. Faculty holding these titles are tenure-track, tenured or renewable term (clinical).

Visiting Professors, Visiting Associate Professors, Visiting Assistant Professors

These titles are used for individuals who hold permanent jobs at other institutions of higher education or within the public or private sector at an equivalent level of expertise but who are on campus in a full time capacity for a year or so. They should have the **terminal degree** within their discipline and should have **some teaching experience** in order to be assigned the title of visiting assistant professor, visiting associate professor, or visiting professor. Executives, Writers or Artists-in-residence will typically be given the formal title of visiting associate professor or visiting professor, and the honorific title “executive, writer, or artist-in-residence”.

Adjunct Professors, Adjunct Associate Professors, Adjunct Assistant Professors

These titles are reserved for individuals who hold other permanent, primary jobs (staff jobs at OU or permanent jobs outside OU) at an equivalent level of expertise but who are hired to teach at OU, usually on a part time basis. They should have the **terminal degree** within their discipline and should have **some teaching experience** in order to be assigned the title of adjunct assistant professor, adjunct associate professor or adjunct professor.

Lecturers

These titles are reserved for individuals who hold a **terminal degree** within their discipline. Lecturers can be full time or part time and are considered temporary instructional faculty. Current OU graduate students should not hold the title lecturer. On a case by case basis, a lecturer may be appointed to a renewable term; however, such RT lecturers are not counted as “regular” faculty.

Visiting Lecturers

This title should be reserved for individuals who have a permanent job at some other institution and who are visiting OU for a year or two. Visiting lecturers appointed at 0.5 FTE or greater are eligible for benefits; they have an option of participating in OTRS.

Adjunct Lecturers

This title should be reserved for individuals who hold another permanent job at OU or elsewhere and who hold the terminal degree within the discipline. Adjunct lecturers are **not eligible** for benefits.

Instructors

These titles are reserved for individuals who do **not** hold a **terminal degree** within their discipline. Instructors can be full time or part time, and are considered temporary instructional faculty. Instructors hold no other primary job either within OU or elsewhere. Current OU graduate students can hold the title instructor **only if** they are not appointed as graduate teaching assistants.

Visiting Instructor

This title should be reserved for individuals who have a permanent job at some other institution and who are visiting OU for a year or two. Visiting instructors appointed at 0.5 FTE or greater are eligible for benefits; they have an option of participating in OTRS.

Adjunct Instructor

This title should be reserved for individuals who hold another permanent job at OU or elsewhere. Adjunct instructors are **not eligible** for benefits.

RESEARCH FACULTY TITLES include:

Research Professors, Associate Research Professors, Assistant Research Professors

These titles are reserved for those individuals who have been selected by their peers either through an external search or following an internal review. They are paid through grants and contracts; but OU commits to providing some bridging funds should there be a temporary lapse in their funding.

This is a temporary title but does grant some additional rights and privileges to the individual. Appointment to this title can only be done following the formal (external or internal) search procedure using the forms available on the Provost's web page and following approval of both the Provost and the VPR. These individuals are paid through grants & contracts, salary increases are contingent upon availability of funds. (for greater detail, see section 3.5.3 of the [Norman Campus Faculty Handbook](#)).

Senior Researcher (College and University Personnel Association Research III)

These are temporary titles; appointment to these titles is via PAF by the account sponsor(s) and does not require a formal search procedure. These individuals are paid through grants & contracts for a fixed appointment period up to 12 months. They are senior-level researchers who carry out independent research in their field of specialization. Typically, the incumbents are responsible for design, execution, and interpretation of the research projects, which they may head. The individuals hold an advanced degree appropriate to the field of research or a combination of related education and at least four years of high-level research experience. These titles are considered CUPA Researcher III:

- Visiting Senior Research Scientist
- Visiting Senior Research Associate
- Senior Research Scientist
- Senior Research Associate

Researcher (CUPA Researcher II)

These are temporary research faculty titles; appointment to these titles is via PAF by the account sponsor(s) and does not require a formal search procedure. These titles are paid through grants & contracts for a fixed appointment period up to 12 months. They are an intermediate-level researcher who carries out independent research in their field of specialization under general supervision. Typically, the incumbent significantly contributes to project design, execution, and interpretation. They hold an advanced degree appropriate to the field of research or a combination of related education and at least two years of research experience. These titles are considered CUPA Researcher II:

- Visiting Scientist
- Research Associate
- Adjunct Research Associate
- Adjunct Research Scientist
- Visiting Research Associate
- Visiting Research Scientist
- Research Scientist
- Visiting Research Engineer

Postdoctoral Fellows (CUPA Researcher I)

These are temporary research faculty titles; appointment to these titles is via PAF by the account sponsor(s) and does not require a formal search procedure. These titles are paid through grants & contracts for a fixed appointment period up to 12 months. They are beginning-level researchers who typically work under the general supervision of one or more faculty members. The positions are designed to enable individuals to continue studies in a specialty training program while they gain practical experience in the field. These individuals typically would have earned the doctoral degree in their field of specialization within the last three years. Postdocs appointed at 0.5 FTE or greater are eligible for benefits, except that they are not eligible to join a retirement choice. Appointments are usually not for more than four years, an extension of appointment beyond this should be reclassified. These titles are considered CUPA Researcher I:

- Research Fellow
- Postdoctoral Fellow
- Postdoctoral Research Fellow
- Postdoctoral Research Associate
- Scholar

DOUBLE TITLES

Permanent instructional faculty (Assistant Professors, Associate Professors, Professors) are not given additional temporary, research faculty titles.

They may be given an additional temporary title such as adjunct assistant professor, adjunct associate professor or adjunct professor in academic units other than their budgeted academic unit(s) with the consent of the faculty of that other unit.

More typically, permanent instructional faculty are given an additional permanent title in another academic unit with the consent of that faculty, for example, Assistant Professor of History (budget unit) and Women's and Gender Studies (other academic unit).

Academic units granting permanent faculty appointments at 0.0 FTE should maintain policy regarding whether or not these individuals participate in faculty governance within the academic unit. At minimum, these policies should address right to vote on tenure and promotion cases, and right to be elected to Committee A. In general it is not good practice to have 0.0 FTE faculty participating in faculty governance in academic units wherein they have no budgeted stake.

Temporary instructional faculty can be given additional temporary research faculty titles when their assignments expand beyond regularly scheduled instruction into research activity funded through grants and contracts, for example:

Lecturer & Adjunct Postdoctoral Fellow
Visiting Assistant Professor & Adjunct Research Associate
Adjunct Associate Professor & Research Scientist

Research faculty can be given additional temporary instructional faculty titles when their assignments expand beyond research activity funded through grants and contracts into regularly scheduled instructional, for example:

Research Professor & Adjunct Professor
Senior Research Associate & Adjunct Associate Professor
Postdoctoral Fellow & Lecturer