TAP NO. 3: CLASSIFICATION OF ALL UNIVERSITY EMPLOYEES

A. OFFICERS
   As defined by University Executive Resolution.

B. FACULTY
   This group consists of the Professors, Associate Professors, Assistant Professors, Distinguished University Professors, Instructors and Research Professors in the College, Schools and Institutes of the University and Librarians of the University.

C. AUXILIARY FACULTY
   Assisting the Faculty are members of the Auxiliary Faculty which includes adjunct professors, teaching associates, lecturers, clinical supervisors, visiting scholars, post-doctoral fellows and research associates.

D. ADMINISTRATIVE/PROFESSIONAL EMPLOYEES
   This group includes the Officers, the Academic and other Deans, the Directors of Institutes and Departments and those individuals who are assigned by a Vice President in the respective area to positions which require special administrative and/or professional competence and whose compensation is not predicated on an hourly rate basis. Also, these positions must meet the definition of requirements for exempt status as set forth in the Fair Labor Standards Act and its related regulations which include a minimum annual salary payment for administrative/professional work.

E. SUPPORT EMPLOYEES
   This group consists of those employees whose compensation is predicated on an hourly rate basis. These positions must meet the definition for non-exempt status as set forth in the Fair Labor Standards Act and its related regulations which include payment of a minimum hourly rate. (See TAP #11 Working Hours for Hourly Paid Employees)

   The Director of Human Resource Management is responsible for designating employees as exempt or non-exempt and for determining that personnel and pay procedures are in compliance with the requirements of the Fair Labor Standards Act with regard to payment of the minimum wage, overtime payment, time reporting and recordkeeping.

   The Director of Human Resource Management is responsible also for designating employees as Full-Time, Part-Time, or Temporary based on the following definitions:

   Full-Time
   Employment anticipated to be one or more years in duration with a normal work schedule as follows:

   1. Non-Faculty: Thirty-five hours per week and 52 weeks per year, except as otherwise scheduled by terms of appointment, such as 9 or 10 month academic year appointments. Some non-faculty employee groups may be scheduled for 40 hours per week.

   2. Faculty: Full teaching and/or research responsibilities as determined by the Dean of the School or Director of the Institute.

   Part-Time
   Employment which requires less than the normal work schedule as follows:

   1. Non-Faculty: Less than 35 hours per week or 52 weeks per year, except as otherwise scheduled by terms of appointment.

   2. Faculty: Less than full teaching and/or research responsibilities as determined by the Dean of the School or Director of the Institute.

   Temporary
   Employment in which a specific termination date is established or anticipated as follows:

   1. Non-Faculty: Prior to completion of 12 months from the date of employment.

   2. Faculty: Prior to completion of one complete academic year.

F. NON-EMPLOYEES
   At times, individuals may provide a service for the University outside of the employee/employer relationship. The determination of the employee or non-employee status must comply with Internal Revenue Service (IRS) and University guidelines and is the responsibility of the Office of Human Resource Management. According to the IRS, “The relationship of employer and employee exists when the person or persons for whom the services are performed have the right to control and direct the individual who performs the services, not only as to the result to be accomplished but also as to the details and means by which that result is accomplished.” The following are examples of non-employees who are paid on the Non-Scheduled Payroll Authorization form: cooperating student teachers and field instructors; referees and scoreboard operators; musicians; guest lecturers; and consultants.

G. SPECIAL ASSIGNMENT AND ON CALL EMPLOYEES (EXEMPT AND NON-EXEMPT)
   This group consists of former employees called upon to perform special assignments or work on an on call basis. This group is ineligible for university paid retirement benefits or DUFlex benefits.