

Faculty to Staff/ Staff to Faculty Transition Summary

As of June 1, 2019, the Faculty Research Associate job code, 10047, will no longer be available for use in faculty positions. To assist you, Human Resources and Faculty Affairs has created the list below to assist you on determining the titles you may use for these individuals.

Faculty Positions	
Titles <ul style="list-style-type: none">• Assistant Professor of Research (10043)• Associate Professor of Research (10042)• Professor of Research (10039)	Features <ul style="list-style-type: none">• Eligible for paid sick leave (not vacation time)• Nine-month contracts (also, may have additional assignment for summer)• Benefits in summer (will maintain benefits in summer regardless of summer appointment)

Staff Positions	
Titles <ul style="list-style-type: none">• Post Doctoral Fellow (10550)• Post Doctoral Research Associate (10551)• Research Scientist I (10861)• Research Scientist II (10862)• Research Scientist III (10868)• Senior Research Scientist (10863)• Principal Research Scientist (10864)• Unit-specific titles:<ul style="list-style-type: none">○ Research Nurse (CONI)○ Social Science Research Associate (Social Work)○ Research Engineering Scientist (Engineering)	Features <ul style="list-style-type: none">• Eligible to accrue paid vacation and paid sick leave• Eligible for longevity pay• 12-month annualized salary• No contract (term-based appointments are permissible, but are managed by the hiring department)• Automatically receive summer benefits

Things to Consider When Choosing a Staff or Faculty Title

Staff

- 12month based ongoing appointments (double insurance deduction not necessary)
- Eligible for longevity pay (amount based on the total months of state service)
- Eligible for Vacation leave (accrual will be based on the total months of state service)
- Eligible for Sick leave
- Can be term-based employment but must be managed by department (not advisable due to payroll complexities)

Faculty

- Term based (9/1-1/15-1/16-5/31) or 9 month based (9/1 to 5/31) appointments (but may be appointed in the summer)
- Not eligible for Vacation leave
- Eligible for Sick leave
- Double deduction for summer insurance coverage on April, May and June checks
- Degree requirements

Things to Consider When Switching Staff to Faculty or Faculty to Staff:

Switching Staff to Faculty

- Vacation should be paid out since they are moving to a non-vacation accruing position
- Will need to “transfer” to new or vacant faculty position
- May be eligible to spread 9-month salary over 12-month if full time and not funded by grant. Term based (Fall/Spring) appointments are not eligible for salary spread.
- Will require summer specific position if appointed during the summer
- Subject to double deductions in April, May and June for summer insurance (as stated above)
- Complete new contracts at each appointment period
- May be eligible for ORP election if no previous opportunity to elect ORP

Switching Faculty to Staff

- Will need to “transfer” to new or vacant staff position
- Department will need to track leave time according to university policy
- Longevity Pay (if applicable) and leave accruals will begin the month following the transfer to the staff position