



GENESEO

THE STATE UNIVERSITY OF NEW YORK

SUNY Geneseo Appointment Handbook

CONTENTS

WHO AM I? SUNY EMPLOYERS AND EMPLOYEES.....	pg. 2
BARGAINING UNITS.....	pg. 4
PROFILE – CLASSIFIED EMPLOYEE.....	pg.5
PROFILE – ACADEMIC EMPLOYEE.....	pg. 7
ACADEMIC EMPLOYEES – ACADEMIC RANK VS QUALIFIED ACADEMIC RANK.....	pg. 9
PROFILE – PROFESSIONAL EMPLOYEE.....	pg. 10
NOTICE DATES.....	pg. 12
NOTES ON APPOINTMENT TYPES.....	pg. 13

WHO AM I? SUNY EMPLOYERS AND EMPLOYEES

SUNY (<http://www.suny.edu>) functions under the SUNY Board of Trustees (<https://www.suny.edu/hr/policies/>). Day-to-day operations are delegated by the Trustees to the Chancellor and staff, the SUNY System Administration in Albany, who carry out University-wide academic, fiscal, personnel, facilities, and other policies to Presidents and other campus officials.

In Albany, System Administration serves in the role of liaison with State offices including the Division of the Budget (DOB), Office of Employee Relations (OER), the Department of Civil Service (DCS) and the Office of the State Comptroller (OSC). This role includes the implementation of laws, rules, and regulations and the development of policies and procedures that allow for University-wide conformity with mandated requirements.

As employees interact within the SUNY community, it is important for them to have some knowledge about both the categories of employers and the categories of State employees in the SUNY workforce in order to understand the rules, regulations, and even the benefits that relate to their employment.

EMPLOYERS

It is important to understand that there are several distinct employers within SUNY; not all employees at SUNY campuses are State or even SUNY employees:

The Research Foundation for SUNY (<https://www.rfsuny.org/>) is a private employer that works with the academic and business leadership of the campuses to support research and discovery at SUNY through efficient and skillful administration of sponsored projects.

The SUNY Construction Fund (<https://www.sucf.suny.edu>) is a public benefit corporation administered by a Board of Trustees that provides academic buildings, dormitories, and other facilities for the State-operated institutions and contract and statutory colleges under jurisdiction of the State University.

Auxiliary Services Corporations provide food service and bookstores that exist on individual campuses. Here at Geneseo, Campus Auxiliary Services (CAS) provides these services to us (<https://www.geneseo.edu/cas>).

Additionally, there are often other individuals working on campuses for Independent Contractors (building construction, etc.). Some of these entities hire employees who might have duties and responsibilities like those of State employees in our Facilities Services department, but they are not appointed to Geneseo's state payroll and do not have the same terms and conditions as our employees.

Employees at each State-operated campus, such as Geneseo, are employed at campuses of the State University of New York, and the State University of New York is a New York State Agency.

EMPLOYEES – CLASSIFICATION OF TITLES

The primary factor in determining the rules and/or terms and conditions of employment for an employee is the properly classified budget title to which the employee is appointed. Classification of positions is based on the job description of the essential functions and duties of the position. The budget title of the position is determined by the classification and will either be in the classified service family of titles or the unclassified service family of titles.

Classified Service Titles: Positions with these titles are governed by the NYS Civil Service Law and rules developed and set forth by the New York State Civil Service Commission. Civil Service titles approved for SUNY use are divided into four jurisdictional classes: competitive, non-competitive, exempt and labor.

- *Competitive* class titles are appointments made according to principles of "merit and fitness" as mandated by the New York State Constitution (Office Assistant 1, Office Assistant 1 (Keyboarding), Office Assistant 1 (Calculations),

Administrative Assistant Trainee 1, Administrative Assistant 1, etc.). Candidates can compete for competitive class positions by participating in competitive civil service examinations.

- *Non-competitive* class titles are appointments for which it is found by the Civil Service Commission to be not practicable to ascertain the merit and fitness of applicants by competitive examination. For a position in the non-competitive class, an agency may appoint a person who meets the minimum qualifications of training and experience and in accordance with the CSEA Operational Services Bargaining Unit Agreement (Maintenance Assistant, Trades Generalist, Trades Specialist (Plumber & Steamfitter), etc.).
- *Exempt* class titles are appointments in positions deemed impracticable to fill by tests of any kind. No minimum training and experience requirements are established for exempt positions. There is only a small percentage of jobs in the exempt jurisdictional class and employees in these positions have no civil service rights (Administrative Assistant [to the President]).
- *Labor* class titles are appointments to positions for which competitive tests are impracticable because of the unskilled nature of the duties. Minimum qualifications for labor class positions, other than the physical ability to perform the duties of the position, are generally not established. However, applicants for positions in this class may be required to demonstrate their ability to do the job (Cleaner, Facility Operations Assistant 1, Facility Operations Assistant 1 (Grounds), etc.).

RESOURCES:

- Classified Service Titles - <http://www.cs.ny.gov/tsplan/tsp.html>
- New York State Department of Career Mobility - <http://careermobilityoffice.cs.ny.gov/cmo/>
- Salary Schedules - <http://www.cs.ny.gov/businesssuite/Compensation/Salary-Schedules/>

Unclassified Service Titles: Titles in the unclassified service include SUNY academic titles, SUNY professional titles and SUNY administrative titles. These positions are governed by the SUNY Board of Trustees Policies. Additionally, SUNY academic and professional employees are also governed by the agreement between the State of New York and the United University Professionals (UUP) Bargaining Unit Agreement.

- *College Administrative Officers* are appointments of all college administrative officers and professional staff not in a negotiating unit established according to Article 14 of the Civil Service Law and shall be made by the Chief Administrative Officer [President] (CAO) of the college. These appointments are reported to the Chancellor and serve at the pleasure of the CAO. Management/Confidential positions are either policymakers or are involved in a significant way in administering labor agreements (Deans, Vice Presidents, Human Resources, etc.).
- *Professional Staff* are persons occupying positions designed by the Chancellor as being in the unclassified service.
- *Academic Staff* are staff comprised of those persons having academic rank or qualified academic rank (Lecturer, Assistant Professor, Visiting Assistant Professor, Associate Professor, Professor, etc.).
- *Professional Employee* shall mean employees in the Professional Services Negotiating Unit, other than an employee with academic or qualified academic rank (Staff Assistant, Programmer Analyst, Academic Advisor, etc.).
- *Academic Employee* shall mean an employee in the Professional Services Negotiating Unit with academic or qualified academic rank.

RESOURCES:

- Unclassified Service Titles/Descriptions - <http://www.suny.edu/hr/compensation/>
- Salary Schedules - <https://www.suny.edu/hr/compensation/salary/>

BARGAINING UNITS REPRESENTED AT GENESEO - <https://oer.ny.gov/state-union-contracts>

MANAGEMENT/CONFIDENTIAL (M/C 13)

Positions (incumbents thereof) that through their designation are excluded from being represented by a collective bargaining agent. M/C employees formulate policy, assist directly in the conduct or preparation of negotiations, or assist in a confidential capacity those employees who have employee relations responsibilities.

ADMINISTRATIVE SERVICES UNIT (ASU 02)

The ASU, represented by CSEA, is comprised of office support staff and administrative personnel (e.g., Office Assistant 1, Office Assistant 1 (Keyboarding), Administrative Assistant 1, etc.).

OPERATIONAL SERVICES UNIT (OSU 03)

The OSU, represented by CSEA, is comprised of craft workers, maintenance and repair personnel and machine operators (e.g., Maintenance Assistant, Cleaner, and Trades Specialist, etc.).

PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES UNIT (PS&T 05)

The PS&T Unit is comprised of professional and technical personnel. Professional experience, a license, or a degree is usually a prerequisite for hire to most titles in this unit. The PS&T Unit includes titles such as Nurse and Maintenance Supervisor 2. This unit is represented by the Public Employees Federation, AFL-CIO (PEF).

STATE UNIVERSITY PROFESSIONAL SERVICES NEGOTIATING UNIT (PSNU 08)

The Professional Services Negotiating Unit is represented by United University Professions (UUP) and is comprised of faculty and non-teaching professional employees within the State University system.

STATE UNIVERSITY GRADUATE STUDENT NEGOTIATING UNIT (GSNU 28)

Teaching assistants and graduate assistants who are pursuing advanced degrees at campuses within the State University of New York (SUNY) system. They are employed on a part-time basis assisting SUNY faculty and administrators in a variety of teaching, research and administrative activities.

SECURITY SERVICES UNIT (SSU 21)

Represented by NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA), the Security Services Unit is comprised of state security and institution safety personnel (University Police Communications and Security Specialist 1).

AGENCY POLICE SERVICES UNIT (APSU 31)

Represented by Police Benevolent Association of New York State, Inc., the Agency Police Services Unit (APSU) is comprised of certain personnel who have police duties and responsibilities and contains titles such as University Police Officer.

PROFILE - CLASSIFIED EMPLOYEE

DEFINITION

A classified employee is an employee appointed to a title in the classified service - includes positions in the competitive, exempt, non-competitive and labor classes. They are subject to the NYS Civil Service Law and the rules of the NYS Civil Service Commission instead of SUNY Board of Trustees Policies.

APPOINTMENT TYPES

PERMANENT is an appointment made to an unencumbered position which is to be in existence for six months or more and is in accordance with applicable laws, rules and regulations, and may provide rights and privileges, such as due process for dismissal, eligibility for promotion examinations, transfers, and future reinstatement and certain protections in the event of abolition of positions.

CONTINGENT PERMANENT is a permanent appointment or promotion to a position left temporarily vacant by the leave of absence of the permanent incumbent of the position; such appointees have the same rights as permanent appointees; however, a contingent permanent employee may be displaced by the return of the permanent incumbent.

TEMPORARY is an appointment of limited duration, generally for less than three months, that does not confer the rights and privileges of permanent status to the employee.

PROVISIONAL is a non-permanent appointment to a competitive class position, which may be made when there is no appropriate or viable eligible list. The appointing officer may nominate a person to the Department of Civil Service for provisional appointment and if such nominee shall be certified by such department as qualified, they may be appointed provisionally to fill such vacancy until a selection and appointment can be made after competitive examination. A provisional appointee must sign up to take the appropriate exam at the time of provisional appointment.

PROBATION

The Civil Service Commission intends that permanent appointments, contingent appointments, promotions or transfers require satisfactory completion of a probationary term which shall include a minimum and a maximum period of probation. The basic probationary term for most original permanent appointments is not less than 26 weeks or more than 52 weeks. Employees appointed to classified positions as temporary or provisional do not serve a probationary period. Employees who are promoted [generally] serve probation as follows:

- promotion grade 13 or lower – 8 to 26 weeks
- promotion grade 14 and above – 12 to 52 weeks

Always check with Human Resources & Payroll Services on probationary periods as each employee's case can vary. Change in jurisdictional class can change the above rules.

OBLIGATION & PAY BASIS

Classified employees are usually appointed to calendar year, annual obligations. This means that the employee works 12 months and is paid 12 months.

TIME & ATTENDANCE

Classified employees are non-exempt under the Fair Labor Standards Act and are paid overtime for hours over 40 in the workweek. Consequently, they are required to complete detailed time sheets. Classified employees in the CSEA Administrative Services Unit (ASU) are paid on an annual salary basis and must work 37 ½ hours per workweek (Thursday-Wednesday) to earn their pay or they must charge appropriate accruals. Timesheets must be completed as if the employee were punching a time clock. All time worked and all missed time must be reported. Supervisors cannot

accept volunteer services. If administrative staff are required to work over 37 ½ hours in the basic work week, they will accrue compensatory time from 37 ½ to 40 hours, then they will be paid overtime (time and ½) for time worked over 40 hours. Supervisors have the right and responsibility to define the normal work schedule for their subordinates based on the operating needs of the department in accordance with the appropriate labor agreement (CSEA Agreement for office support staff).

PERFORMANCE PROGRAM & EVALUATION

At Geneseo, our evaluation calendar for classified employees is February 1-January 31 of each year. Evaluations reside in the employee's official personnel file. Only two possible ratings, satisfactory or unsatisfactory, are possible. The supervisor's comments are therefore very important. The supervisor and employee must discuss the evaluation and the employee may provide a written response to the evaluation on the form. Unsatisfactory evaluations may be appealed at the campus, and then state level. Evaluation should not be a once-a-year affair. This should be an ongoing process all year, particularly when performance problems exist.

SPECIAL CONSIDERATIONS

A classified service employee cannot be promoted based on performance alone. Promotions are based on the level of work required of a position as well as the qualifications of the employee (i.e., the employee passed the competitive examination and qualifies for promotion).

PROFILE - ACADEMIC EMPLOYEE

Academic employee shall mean an employee in the Professional Services Negotiating Unit with an academic or qualified academic rank (QAR) title. Academic rank titles are those in which service counts towards continuing appointment (tenure). All other things being equal (i.e., full-time), the only difference between appointees to academic rank or QAR is the issue of "tenure track" versus "non-tenure track". Terms and conditions of employment are defined in the NYS Education Law, the Policies of the Board of Trustees of the State University of New York, and the agreement with the professional services negotiating agent, currently United University Professions (UUP).

APPOINTMENT TYPES

CONTINUING appointment (tenure) shall be an appointment to a position of academic rank, which shall not be affected by changes in such rank and shall continue until resignation, retirement, or termination. Continuing appointments are recommended by the President to the Chancellor.

Junior Academic Rank Titles: Assistant Professor, Instructor, Senior Assistant Librarian or Assistant Librarian. An appointee who has completed a total of seven consecutive years of full-time service in one of the above academic rank titles must be recommended for continuing appointment at the start of the eighth year. Prior service credit may alter these conditions.

Senior Academic Rank Titles: Professor, Associate Professor, Librarian or Associate Librarian. An appointee who has completed three consecutive years of full-time service in one of the above academic rank titles must be recommended for continuing appointment at the start of the fourth year. Prior service credit may alter these conditions.

TERM appointment shall be an appointment for a specified period of not more than three years, which shall automatically expire at the end of that period unless terminated earlier because of resignation, retirement or termination. The chief administrative officer of the college, or designee, may renew a term appointment for successive periods of not more than three years each. No term appointment, of itself, shall be deemed to create any manner of legal right, interest or expectancy in any other appointment or renewal. (After four consecutive semesters of service the reappointment of part-time employees must be on the basis of a term appointment.) A term appointment cannot extend beyond an eligible employee's mandatory permanent or continuing appointment effective date. Term appointees need to receive "timely notice", and if applicable, "timely evaluations", if their term appointments are not going to be renewed.

TEMPORARY appointment shall be an appointment, which may be terminated at any time. Temporary appointments ordinarily shall be given only when service is to be part-time, voluntary, or anticipated to be for a period of one year or less, or when an employee's initial appointment in the University is made to a position vacated by a professional employee who is serving a probationary appointment. A temporary appointment is also appropriate whenever a position has been vacated by an employee on approved leave. After three consecutive years of full-time service in a temporary appointment, a full-time employee whose employment is continued on a temporary basis shall be given the reasons for such appointment.

OBLIGATION & PAY BASIS – [Payment Modes and Professional Obligations](#)

Full-time academic employees are appointed to academic year (9/10 month) obligations. From SUNY Board of Trustees Policies - Title H. Appointment Year:

1. Term of Obligation. The term of professional obligation, except in the case of part-time or temporary employment where the obligation may be less, shall be one of the following as determined by the chief administrative officer, or designee:

(a) Calendar year obligation – an annual obligation of service for the full year, i.e. 12 months; or

(b) Academic year obligation – an annual obligation of service for the academic year not to exceed 10 months; or

(c) College year obligation – an annual obligation of service for any period less than the full year. The period of no obligation (PONO) must be in full month increments, not split.

Professional Obligation – The obligation of an employee consistent with the employee's academic rank or professional title shall include teaching, research, University service, and other duties and responsibilities required of the employee during the term of the employee's professional obligation.

Appointment Year – Unless the terms of appointment otherwise provide, the normal appointment year shall be from September 1 to August 31, regardless of payroll mode; provided, however, that an academic year employee may be required to commence the employee's professional obligation at a date reasonably prior to September 1 as may be necessitated by a college's operating requirements.

Other Employment – No employee may engage in other employment which interferes with the performance of the employee's professional obligation.

PART-TIME SERVICE

Part-time service cannot count towards continuing appointment, but, after the equivalent of four (4) consecutive semesters of employment, part-time academic employees must be given term appointments.

TIME & ATTENDANCE

Academic employees are exempt under the Fair Labor Standards Act and are not paid overtime for hours over 40 in the workweek, nor are they required to complete detailed time sheets. Academic employees serving on academic year obligations are not eligible for holidays or vacation accruals, but they do accrue sick leave credits.

SPECIAL CONSIDERATIONS

- The title Lecturer and any academic rank title preceded by such qualifiers as "Visiting", "Clinical", or anything similar, are "qualified academic rank" and service in such QAR titles cannot be included as service for meeting continuing appointment service requirements.
- Full-time temporary service does affect the notice requirement if such employee is subsequently given a term appointment.
- Full-time temporary service does count towards service requirements for continuing appointment.

ACADEMIC EMPLOYEES - ACADEMIC RANK VS. QUALIFIED ACADEMIC RANK

ACADEMIC RANK ("TENURE TRACK")

Rank held by those members of the academic staff having the titles of: Professor, Associate Professor, Assistant Professor, and Instructor, and rank held by members of the professional staff having the titles of Librarian, Associate Librarian, Senior Assistant Librarian and Assistant Librarian.

QUALIFIED ACADEMIC RANK ("NON-TENURE TRACK")

Rank held by those members of the academic staff having titles of Lecturer, or titles of academic rank preceded by the designations (qualifiers) "Clinical" or "Visiting", or other similar qualifier as well as all employees appointed part-time to academic titles.

Full-time qualified academic rank employees are equal in almost all respects to academic rank employees except that they cannot be granted continuing appointment (tenure) and service in such titles cannot be used towards tenure.

PROFILE - PROFESSIONAL EMPLOYEE

A professional employee is an employee in the SUNY unclassified service who is appointed to a title in the Professional Services Negotiating Unit, other than an employee with academic or qualified academic rank. Terms and conditions of employment are defined in the NYS Education Law, the Policies of the Board of Trustees of the State University of New York, and the agreement with the professional services negotiating agent, currently United University Professions (UUP).

APPOINTMENT TYPES

PERMANENT appointment is an appointment of a professional employee in a professional title that is eligible for a permanent appointment, which shall continue until a change in such title, resignation, retirement or termination. (Appointees to titles contained in Appendix A, Appendix B and Appendix C of the SUNY Policies of the Board of Trustees are ineligible for permanent appointments).

TERM appointment is an appointment for a specified period of not more than three years which shall automatically expire at the end of that period unless terminated earlier because of resignation, retirement or termination.* The chief administrative officer, or designee, of the college may renew a term appointment for successive periods of not more than three years each.* No term appointment, of itself, shall be deemed to create any manner of legal right, interest or expectancy in any other appointment or renewal. (After four consecutive semesters of service, the reappointment of part-time employees must be on the basis of a term appointment.) A term appointment cannot extend beyond an eligible employee's mandatory permanent or continuing appointment effective date. Term appointees need to receive "timely notice", and if applicable, "timely evaluations", if their term appointments are not going to be renewed.

* Term appointments in Appendix A, Appendix B and Appendix C titles differ from above and are covered by Article XI: Appointment of Employees, Title D. Term Appointment, 6. Other Appointments:

- Appendix A – [Professional Titles] Five-year term appointments are appointments which may be granted only to persons who serve in a professional title listed in Appendix A. Initial appointments to Appendix A titles must be granted term appointments for the first three years of employment. Upon completion of three years of consecutive service, further appointment in an Appendix A title (and renewal thereafter) shall be for a five-year term appointment.
- Appendix B - [Division III Sports] Full-time college year and calendar year employees in the titles in Appendix B(4) whose coaching and coaching-related duties account for 75% or more of their professional obligation shall, for the first four years of employment be provided term appointments, each up to a maximum of three years. Following the fourth year of employment, further appointment in an Appendix B title (and renewal thereafter) shall be for a three-year term appointment.
- Appendix C - [Fundraising Titles] Full-time college year and calendar year employees in titles in Appendix C of this Article, shall for the first four years of employment be provided term appointments, each up to a maximum of three years. Following the fourth year of employment, further appointment in an Appendix C title (and renewal thereafter) shall be for a three-year term appointment.

PROBATIONARY appointment is an appointment for a period of one year which must be granted to a professional employee holding a professional title in which permanent appointment may be granted at a college of the University when the employee is appointed to a different professional title in which permanent appointment may be granted at the same college, or when the employee is appointed to a professional title listed in Appendix A at the same college. A probationary appointment may be terminated at any time [by the college - if terminated, the employee returns to former status].

EVALUATION

Annual evaluations are required. They must be based upon an annual "performance program" (first one to be developed within 30 days of initial appointment), modified as necessary throughout the evaluation period. The performance program defines normal duties and responsibilities and outlines specific goals and objectives for the evaluation period.

OBLIGATION & PAY BASIS – [Payment Modes and Professional Obligations](#)

- Calendar Year (12-month obligation).
- College Year (anything <12 months) (08/01/XX- 07/31/XX). The period of no obligation (PONO) must be in full month increments, not split.
- Hourly or Biweekly (payroll begin and end dates are based on the payroll calendar closest to the professional obligation).

PART-TIME SERVICE

Part-time service cannot count towards permanent appointment, but after the equivalent of four (4) consecutive semesters of employment, part-time professional employees must be given term appointments.

TIME & ATTENDANCE

Most professional employees are exempt under the Fair Labor Standards Act and are not paid overtime for hours over 40 in the workweek, nor are they required to complete detailed time sheets. In those exceptions (non-exempt) that do exist, employees earn compensatory accruals at time and ½ up to 160 straight time hours (240 earned) after which they must be paid time and ½ for hours in excess of 40 in the workweek (Thursday-Wednesday). During the period of professional obligation, professional employees earn vacation credits as well as sick leave credits and are entitled to any of the 12 paid holidays that fall within their period of obligation. When required to work on a holiday, professional employees earn compensatory time.

SPECIAL CONSIDERATIONS

- All full-time service in a professional title counts towards permanent appointment (except for the special rules that apply to Appendix A, B and C titles - SUNY Board of Trustees Policies).
- It generally takes 7 years for a professional employee to obtain permanent appointment (tenure).

NOTICE DATES

If a term appointment will not be renewed, we must notify the employee in writing that they will not be reappointed (non-renewal letter signed by the President must be in employees' hand by the notice date). Notice dates are based on appointment types.

APPOINTMENT TYPES

- Temporary – Part-time or full-time appointments with no fixed duration.
- Part-time Term – Less than full-time appointment with a fixed duration.
- Full-time Term – Full-time appointment with a fixed duration.
- Permanent Appointment – For professional employees.
- Continuing Appointment – For academic employees.
- Part-time temporary employees who work four (4) consecutive semesters and are reappointed for a consecutive 5th semester will be appointed to a term appointment. If a part-time term employee's service is interrupted for four (4) consecutive semesters, the employee may be given a temporary appointment for reappointment.

Appointments	Notice of Non-renewal
Temporary	Can be terminated at will. No minimum notice period is needed.
Part-time Term	45 days notice from the appointment end date.
Full-time Term – first year of service	Three (3) months notice required; for academic employees whose terms end in June, July or August, notice is not later than March 31.
Full-time Term – after completion of one but not more than two years of service	Six (6) months notice required; for academic employees whose terms end in June, July or August, notice is not later than December 15.
Full-time Term – after two or more years of uninterrupted SUNY service	One (1) year notice is required.

NOTES ON APPOINTMENT TYPES

TEMPORARY

- Generally, a temporary appointment should only be granted for a period of one year or less. If there are circumstances that may require a temporary appointment for longer than one year, please contact Human Resources & Payroll Services.
- For new, searched appointments, employees should generally be given a term appointment. For non-teaching professional employees, in the event that a temporary appointment is necessary and the service is full-time, consecutive service in this temporary appointment will be counted towards permanent appointment.
- For appointment purposes, appointees on temporary appointments will automatically terminate from the payroll effective beginning of business (BOB) based on the close of business (COB) date indicated on the Geneseo Employment Recommendation (GER) form. No additional appointment form is required to terminate such appointee unless the employee is to be extended. If the employee is extended, we will need a GER form submitted to Human Resources & Payroll Services in compliance with the [Faculty and Staff Payroll Calendar](#).

TERM

- For permanent eligible titles, the chief administrative officer of the college, or designee, may renew term appointments for successive periods of not more than three years each.
- Term appointments can be issued as one year, two year, or three year appointments in permanent eligible titles.
- A term appointment cannot extend beyond an eligible employee's mandatory permanent appointment effective date.
- Term appointees need to receive "timely notice", and if applicable, "timely evaluations". This is extremely noteworthy if a term appointment may not be renewed.
- Appointees who have Appendix A [Professional Titles], Appendix B [Division III Sports], or Appendix C [Fundraising Titles] are not eligible for permanent appointment.

PERMANENT

- Part-time service does not count towards permanent appointment.
- A professional employee who has completed seven consecutive years of full-time service as a professional employee with the last two years of which have been in that title, is eligible for permanent appointment.
- The seven years of full-time consecutive professional service required for permanent appointment includes full-time temporary appointments.
- The last two years must be in the same budget title. If an employee has a budget title change in the 6th or seventh year, this will extend the date of permanent appointment.
- Interruptions of the permanent appointment clock include leaves at partial pay, leaves without pay, any service at less than full-time (100%) or if a professional employee requests to [Stop the Tenure Clock](#).
- Permanent Appointments are recommended by the College President to the Chancellor. The College issues a letter to the appointee indicating that the recommendation was made. The official letter confirming permanent appointment is issued directly to the appointee from the Chancellor; a copy of this letter is received by Human Resources & Payroll Services and filed in the personnel file.

CONTINUING

- Part-time service does not count towards tenure.
- In junior rank titles (Instructor, Assistant Professor), academic rank employees are eligible for continuing appointment after seven, consecutive, full-time years of service.

- Continuing appointment can be granted to Associate Professor or Professor upon initial appointment or it must be after three consecutive years of full-time service.
- Interruptions of the continuing appointment clock include leaves at partial pay, leaves without pay, any service at less than full-time (100%) or if an academic employee requests to [Stop the Tenure Clock](#).
- Continuing Appointments are recommended by the College President to the Chancellor. The College issues a letter to the appointee indicating that the recommendation was made. The official letter confirming continuing appointment is issued directly to the appointee from the Chancellor; a copy of this letter is received by Human Resources & Payroll Services and filed in the personnel file.

BUDGET TITLE, SALARY LEVEL, & LOCAL TITLE FOR NON-TEACHING PROFESSIONALS

- Budget Title and Salary Level (SL) are synonymous. They are a "package deal". For example, the budget title of Staff Assistant is always an SL2; we cannot keep this budget title and change the SL to a lower or higher salary level.
- Campus Title can be different than a Budget title to help reflect the duties of a position.
- When an appropriate Budget title exists and accurately reflects the duties of a position, we should use the Budget title.

Example of Budget Title, Salary Level and Campus Title:

Budget Title: Staff Associate, SL4; Local Title: Associate Director of Student Life