LFA Unclassified Academic Staff Working Group
Final Report
Submitted to LFA
April 25, 2017
Revised June 15, 2017

Compiled by Karna Younger (chair), Angie Rathmel, and Sherry Williams

Charge

In October 2016, LFA formed the Unclassified Academic Staff (UAS) Working Group in response to constituent questions and complaints about the use of the classification in the libraries. The initial charges were to:

- Gather, review, and analyze KU Libraries, University of Kansas, and Kansas Board of Regents (KBOR) policies and related documents concerning unclassified academic staff. Identify gaps and discrepancies in pursuit of potential transition to tenure track positions and the future use of faculty classifications.
- Propose list of recommendations for LFA executive related to the libraries' support and usage of unclassified academic staff.

After all nine of the UAS faculty members successfully transitioned (more fully detailed below), the second charge of the working group shifted to exploring the future use of the UAS classification in the Libraries.

History of UAS Classification at KU Libraries

In 2013 the Libraries received a request from Mary Lee Hummert, Vice Provost for Faculty Development, to submit promotion criteria for the non-tenure track librarian category, even though this category was seldom used. In response, LFPA executive established an ad hoc committee, chaired by Jenn Church Duran, to address this request.

The Committee prepared an extensive report, looking, not just at non-tenure track librarians, but other options, such as utilizing the faculty-equivalent Unclassified Academic Staff (UAS) category in hiring library faculty. It was understood that this category could be used for positions that required more flexibility in hiring requirements, such as terminal degrees and positions that did not require a research component (though it could be included if required by the position). The UAS category was also understood to provide more protection for faculty than the existing non-tenure track category offered.

After much discussion and review in 2014 the LFPA members voted to approve the use of UAS category of faculty, and the Code of Governance was amended to include the category in 2015. The Libraries
began hiring faculty into this category right away, though it was not intended to be the only faculty category to be used for future positions.

Several UAS positions had been filled when the Libraries received further instruction from Mary Lee Hummert that anyone hired into this category must be involved in research, though it could be a lighter percentage. The UAS faculty hired without the research requirement (and whose searches had all been preapproved by Mary Lee’s office), were given the option of remaining with no research requirement or accepting a research requirement. Any new hires in this category were required to include a research component.

Currently, under the administration of Dean of the Libraries Kevin Smith, there are no UAS employed in the Libraries. All former UAS positions were converted to tenure-track library faculty positions effective January 2017.

**Methodology**

The taskforce researched a variety of sources to gain background knowledge of the UAS classification. This was initiated by meeting with Amalia Monroe-Gulick, associate librarian and FacEx senator. She provided background regarding a previous University 2010/2011 Faculty Senate UAS task force report (Appendix A). This and other documentation provided by Amalia highlighted gaps and inconsistencies between the Kansas Board of Regents (KBOR) and University policy regarding the UAS classification (Appendix B), and pointed to the concerns voiced by UAS employees.

State of Kansas employee classification data from 2015, available through kansasopengov.org, was also analyzed to determine the number of UAS at KU and their respective distribution across departments. In order to benchmark the use of the UAS classification in the Libraries against its use on campus, the working group consulted with several colleagues, including LFA Executive Committee and Amalia Monroe-Gulick. With their input, the decision was made to survey deans and directors to obtain this data, because the smaller population size would facilitate a faster turn-around. Also, the deans and directors would be able to speak broadly to the use of the classification in their units. Dean Smith agreed to email the survey to deans and directors on behalf of the committee in order to solicit a higher response rate. He emailed the survey to 13 deans and directors and received 9 responses.

Surveying UAS members in the Libraries was considered but not pursued, largely because the small population size would not guarantee the anonymity necessary to encourage honesty among respondents. Instead, the working group relied upon the anecdotal experiences of two working group members. Each working group member also independently researched and reviewed policies among KBOR, Regents’ universities, and KU in order to understand the gaps, inconsistencies, and concerns expressed by UAS.

**Policy Review**

*Kansas Board of Regents (KBOR) policy*

As Amalia Monroe-Gulick remarked to LFA Executive Board, the Kansas Board of Regents’ Governance (KBOR) only discusses tenure and non-tenure faculty positions in its policy. KBOR policy does not have
two classifications for non-tenure track faculty, and there is no document in the Provost’s Policy Library addressing the distinction between non-tenure track faculty and UAS. However, KBOR’s 2015 “Amendments to Board’s Policy on Annual and Multiple Year Appointments,” helps elucidate the history of the UAS classification in the greater Regents’ system. The agenda from the February 2015 meeting details that non-tenure track appointments were originally restricted to Kansas State University (KSU) and KU Medical Center in clinical and educator tracks. KSU submitted the proposal to “expand the categories of employees at KSU who would be eligible for multiple year appointments to non-tenure track faculty positions not unique to that university,” so KBOR generated a generic policy that would afford other Regents’ universities the same opportunity to appoint non-tenure track faculty to multiple year appointments.

The revised policy, then, allowed each university to “employ and appoint qualified personnel to full-time or part-time, non-tenure track faculty positions as determined by the chief executive officer to be in the best interest of the University.” The revised policy stipulates that the responsibilities of non-tenure track faculty will be “teaching, clinical service, research, outreach and service, or other creative endeavors in academic departments”. The policy also allowed full-time faculty members a one-time transfer between tenure track and non-tenure track appointments within their first five years at the university. In the final version of the policy, KBOR noted that it would re-evaluate the use of non-tenure track positions in 2019, but did not provide any specific details as to what this process would entail.

UAS classification at Regents’ universities

Although there is little publicly available documentation from Kansas State University’s (K-State) provost and senior vice president’s policy library on the use of the UAS classification, it appears as though K-State is the primary user of this non-tenure track classification presented in KBOR policy. K-State uses the terminology “unclassified professionals” to distinguish these extension faculty from tenure-track faculty members. According to K-State’s “University Handbook Section C: Faculty Identity, Employment, Tenure:

- “unclassified professionals are granted faculty ranking and “contribute significant intellectual labor -- technical, administrative, supervisory, and managerial -- to the mission of the university,” but their “responsibilities vary widely” and “are primarily defined by their position descriptions and determined at the level of those individual units to which unclassified professionals report.”
- Though not eligible for tenure, unclassified professionals undergo the same evaluation process as faculty.
- In keeping with KBOR transfer policy, tenure-track faculty may apply for a “one-time, one-way” transfer to a variety of teaching, researching, extension unclassified professional positions.

While K-State policies’ description and utilization of the “unclassified professionals” classification appears to indicate an equivalent category to KU’s UAS, there are some key differences between K-State’s use of the classification and KU’s use of the UAS classification. First, K-State’s unclassified professionals are not eligible for tenure, but they also are not allowed to vote on matter of promotion and tenure. Additionally, in K-State’s policies there is no evidence that the unclassified professional classification is used in K-State’s libraries at all. K-State’s librarians are not considered extension faculty since they are eligible for tenure, but librarians are governed by similar policies as extension faculty. The university’s policies often compare the academic ranking of librarians with extension faculty because
both classifications hold a primary responsibility for “directed service,” Additionally, “academic rank is used for library and extension faculty not in an academic unit” not because of their contribution to the university or position descriptions but “because of tradition.”

Aside from K-State and KU, the only other Regents university that offers a classification resembling UAS is Fort Hays State University (FHSU). Scant documentation indicates that FHSU has a program "specialist" classification that holds no teaching or researching responsibilities and allows tenured faculty members to transition to the program specialist position and retain the rights of tenure. Like KU, FHSU has unclassified professionals, but use of this classification does not have faculty status, so is not equivalent to UAS.

**UAS classification at KU**

According to 2015 data, 39 KU departments use the UAS classification among their faculty ranks. Among these, a total of 143 different individual UAS classifications titles are distributed across the university as follows:

- 53 UAS from 20 departments use the title, *Scientist*
- 30 UAS from 13 departments use the title, *Specialist*
- 38 UAS from 8 departments and use the title, *Clinical Professor or Researcher*
- 22 UAS from 5 departments and use the title, *Curator*

While *Scientist* titles are the most widely used across the university as a whole, *Clinical Professor* and *Curator* have more condensed representation within individual departments. Approximately half of the departments that utilize the *Specialist* title, include positions with administrative appointments. Given the libraries former use of the *Specialist* title, including with administrative appointments, Appendix D outlines various University policies related to these uses of the *Specialist* category in more detail.

The Board of Regents leaves it to each university to apply the UAS classification. KU’s Policy library reflects that UAS are faculty equivalent position in all matters except tenure and division of responsibilities. At the same time, the policy outlines the expectation for promotion within ranks of *Scientist, Specialist, and Curator* titles to emphasize research and service. The revision history of this specific policy would seem to indicate that the policy is regulated by shared governance model. Reading through the notations, it appears as though Faculty Senate approved the use of the UAS classification in specific disciplines before the provost’s office allowed the use of the UAS classification in those specific disciplines. To elaborate, KU policy outlines the procedures for creating and utilizing the UAS classification for clinical instructors and professors at KU. The background information mandates that the use of the UAS classification is “restricted to full-time unclassified academic staff in specific disciplines (School of Law – Legal Education; College of Liberal Arts and Sciences – Speech-Language-Hearing; and School of Pharmacy – Pharmacy Practice) whose primary commitment is clinical education, scholarship, and provision of direct clinical service in clinic settings on the Medical Center or Lawrence campuses.”

The text and revision history of the KU policy does not indicate that faculty senate has modified or broadened the application of the UAS classification beyond these original, specific disciplines. In practice, however, it appears that the UAS classification is now being used in disciplines beyond those outlined in the policy or approved by University Faculty Senate.
KU’s Handbook for Faculty and Other Unclassified Staff (hereafter referred to as Handbook) builds upon KU’s UAS policy and delineates the terms of appointment that help elucidate other policies reviewed above. First, the handbook briefly describes the type of UAS duties as being “similar to faculty, but may include other elements” and that UAS have similar education and experience as tenured or tenure-track faculty, which is in keeping with other policy descriptions of UAS qualifications and duties. Unlike current practice to require UAS in the Libraries to have a research component, however, the Handbook states that “Some unclassified academic staff teach, while others do not; some conduct research and service, while others do not.” The Handbook’s rendering of UAS duties would imply that the UAS classification should not be required to have a research component, but could consist of “other professional duties.” Additionally, the Handbook introduces a question of how UAS are being supported in their research efforts. According to the Handbook, eligibility for sabbatical leave “is established at the time of appointment.” In other words, sabbatical leave may not be universally guaranteed to UAS, which would only further foster a divide between tenured or tenure-track faculty and UAS as well as threaten the success of UAS with a research requirement. The implications of the research component and prospects of research support are discussed further below.

Finally, the bulk of the UAS Handbook policy focuses on the terms of appointment and general terms of job security. Approximately four of six pages of the UAS policy detail the delicacy of retaining employment as a UAS faculty member. The funding source is tantamount to determining if a position may be renewed annually. If position is paid through “state-appropriated funds,” then positions are automatically renewed “unless prior notice of non-reappointment is provided,” and “job security is not generally available” to UAS “whose appointments are contingent on funding.” UAS whose positions are contingent upon funding or who serve at “the pleasure of the administrator to whom they report” is particularly vulnerable for termination, with the later denied advanced notice and grievance procedures in case of termination. Prior to completing a six-year probationary period from the initial appointment at the assistant level or a three-year probationary period at the associate level, UAS (paid with state-designated funds) may reasonably expect that their position may be automatically renewed, but “do not have a de facto right to job security.” Rather, UAS may not be reappointed because of “poor performance, misconduct, plans for future academic staff development needs, budgetary considerations, or a decision that an individual with different qualifications would better meet institutional needs.” Having successfully completing the probationary period, UAS may be dismissed “for cause such as poor performance or misconduct” or “in the event of budgetary constraints, financial exigency, or program discontinuance or reorganization.” Completing the probationary period grants UAS little protection, seemingly barring the University from terminating one employee in favor of an individual with ambiguously defined “different qualifications” that “would better meet institutional needs.” Despite KU Policy’s assertion of faculty equivalence for the UAS classification, UAS members are treated differently than tenure track faculty members by several offices across campus, which may impact UAS ability to succeed at KU and UAS members’ morale. The working group particularly noted examples of this disparity related to funding and development opportunities.

UAS are denied equal opportunity for research funding from the two primary University sources of research funding -- the General Research Fund (GRF) and New Faculty General Research Fund (NFGRF). The NFGRF is "designed to help new tenure-track faculty members accelerate their individual scholarship and assist in building a sustainable research program," and is reserved for those in the first
24 months of their tenure track appointment. Once the 24-month period has passed, tenure-track faculty are then eligible to seek continued University support from the GRF. NFGRFs are known to be a competitive process and GRFs even more so because there are more applicants. The only way UAS could apply for a NFGRF is if a tenure track faculty member serves as the principle investigator of a research project. This denies UAS members ownership and authorship of their own research and places them as subordinates to tenure track faculty members, aligning UAS’s place at the University with graduate students more than faculty members. According to Sharon Riley, the administrator of the Libraries' NFGRF and GRF, UAS are not eligible to apply for a NFGRF but may apply for a GRF. In the Libraries, this lack of support and devaluation of UAS research support is particularly troubling for Libraries’ UAS who are held to the same research criteria and percentage of effort for promotion as most tenured librarians.

There has also been disparity regarding the inclusion of UAS in new faculty orientation events. This exclusion extends to any events the vice provost co-sponsors with or promotes on behalf of the Center for Teaching Excellence. Such prohibitions affords tenure-track faculty members more opportunities for professional development than UAS members, and conveys that the Office of the Provost is not interested in supporting the development of UAS in a like manner. Additionally, being denied admittance to such events hinders the abilities of librarians from engaging with faculty members and the rest of the campus, which can greatly impact the Libraries' ability to engage with and stay relevant to its greater campus community. Overall, policies that exclude UAS members from funding and professional development opportunities could promote the notion that the University is not interested in supporting and retaining UAS members, may contribute to a type of caste system among faculty members, and potentially may demoralize UAS members.

Survey Findings and Discussion

Survey results

The survey was distributed on behalf of the working group to dean and directors across campus and was answered by nine respondents representing Pharmacy, CLAS, Law, Biodiversity, and Ecology and Evolutionary Biology (Appendix C). KU Policy documents, regarding discipline expectations for these same nine schools, suggest that non-tenure track (UAS) percentages would vary from the generally recognized tenure track expectation of a 40-40-20 teaching, research, and service, respectively. This along with the KU policy for Scientist, Specialist, and Curator titles to emphasize research and service would further suggest UAS in these departments would have a decreased emphasis on teaching and professional performance. On the contrary, survey results show that in all but one department, these positions emphasize 70-80% in teaching and professional performance. This does, however, represent a significant difference from the effort/responsibilities of tenure track faculty. This is important, considering the same difference does not exist when comparing percentage of effort between Libraries’ tenure track faculty and UAS.

1 Presently, Libraries tenure track faculty and UAS follow a division of effort emphasizing professional performance. Demarcated by professional performance, research, and service, newly hired tenure track librarians
Other results from the survey include:

- Only 5 of the 9 departments are using UAS classifications, and have been doing so for more than 5 years.
- Only 3 of 9 indicated UAS have supervision or administration responsibilities.
- Only 2 of 9 indicated the use of UAS with dual appointments.
- Only 2 faculty were reported to have transferred using the KBOR policyxxxiv -- one each from UAS to Tenure Track and from Tenure Track to UAS respectively.
- CLAS responses – does not appear UAS go through the same PTTR process
- Of the survey respondent comments regarding the difference between the two classifications, most perceived tenure track faculty (not UAS) to emphasize research to a greater extent.

The survey did not address satisfaction with the use of UAS, although one respondent commented explicitly that UAS positions are essential to their research mission. Other comments indicated broader interest in clarifying expectations and definitions for the use of these appointments University-wide.

Recommendations

The taskforce concluded two recommendations are needed in response to its charge.

First, we recommend University Faculty Senate re-evaluate the use of the UAS classification university-wide. While significant improvements to policy and documentation resulted from the University 2010/2011 Faculty Senate UAS task force report (Appendix A), several areas remain either unaddressed or require reevaluation in light of University and State of Kansas changes since that time. For example, the previous Faculty Senate report recommended a University-wide departmental review of policies related to UAS, "especially in instances in which UAS are performing duties very similar to those of their tenure-track and tenured colleagues...to determine whether those policies remain fair and appropriate." The working group observed areas of concern that would justify such a review, and departments surveyed as part of this study also indicated interest in clarifying expectations and definitions for the use of these appointments University-wide. Since KBOR plans to review its policy regarding the use of non-tenure track positions in 2019, launching a timely review of the UAS classification at KU would expedite such a review.

As reflected in the survey of deans and directors, the success of the application of UAS classification is circumstantial. Until the category is re-assessed at the University level, neither the Libraries, nor other departments on campus, will have proper guidance as to how to properly utilize the classification.

Therefore, the second recommendation advises that the library no longer use UAS classification until University governance re-evaluates the use of the UAS classification at KU. Unlike other departments using this classification, the Libraries' emphases for research or service are not in distinguishable percentages compared to tenure track librarians, as the current KU Policy Library dictates they should. Also, there is no distinction made in the evaluative criteria for the different percentages. Taken

follow 70-20-10 and UAS are accountable for 80-10-10, typically. Previously, Libraries tenure track faculty usually held a 80-10-10 division of effort.
together, these two facts would present an unfair equivalence between UAS and their tenure track peers as well as a greater disparity between UAS and unclassified professional staff who perform research. The Libraries should keep in mind the additional discrepancy its use of non-tenure track (that are not UAS) has with the KBOR and University policies. As mentioned above, KBOR policy does not have two classifications for non-tenure track faculty, and there is no document in the Provost’s Policy Library addressing the distinction between Non-Tenure Track Faculty and Unclassified Academic Staff.

Specific clarification of the following issues related to any potential future use of the UAS classification is further recommended:

- Clarify whether UAS would be eligible to apply or be appointed to assistant/associate dean positions, department chairs, and other higher administrative roles. Recent internal searches for University administrative vacancies indicated eligibility for only tenured or tenure track faculty.
- Assess need for UAS or non-tenured/tenure-track faculty positions in the libraries which emphasize teaching, research, or service in distinguishable percentages compared to tenure track librarians.
- Clarify policy related to differential allocation of effort, especially for administrative appointments.
- Consider the impact the use of the UAS classification has on unclassified professional staff - both those who transitioned from USS, and those hired in the libraries prior to the use of UAS, or when faculty positions were not being approved.
- Address how the UAS classification has contributed to problems with morale, recruitment, and retention of professional staff.
- Reassess the use of the terms unclassified and staff for UAS. The transition of University Support Staff classifications to Unclassified Professional Staff raises issues about how policies relating to this classification apply to staff versus faculty, and how those policies are officially documented.

Appendix A - University Faculty Senate UAS Task Force Documents

Appendix B - Amalia Monroe-Gulick’s report on non-tenure track faculty

Appendix C – UAS Working Group Survey of Deans and Directors

Appendix D – UAS Specialist Category at KU Detail

Non-Tenure Track Faculty

Definition and Scope: At KU, the term “non-tenure track” is used to designate those faculty members working on a full-time or part-time basis in contractually limited appointments without the right of appeal for dismissal or non-reappointment and without the prospect of position conversion to tenure lines or tenure equivalents.

Comment: There is no document in the Provost’s Policy Library addressing the distinction between Non-Tenure Track Faculty and Unclassified Academic Staff.

Comment: KBOR policy does not have two classifications for non-tenure track faculty.

Use of non-tenure track (NTT) faculty appointments in the Libraries applies under special circumstances that require (a) temporary (less than a year) or limited-term (typically 1-5 years) positions or (b) part-time faculty employment. Non-tenure track (NTT) faculty appointments are best used to provide needed flexibility while maintaining the Libraries’ commitment to the core of professional expertise and standards of the tenured and tenure-track, faculty body.

Examples for the use of non-tenure track faculty (Librarian I, II, III) positions:

- New part-time, faculty librarian appointments (limited term with renewal option)
- Fellowships (1-2 year, limited term)
- Post-Doc or Post-MLS Residencies
- Visiting Professor/Librarian or Guest Lecturer
- Limited term or temporary position to fill vacancy during the search process for an open tenure-track position
- Fulfill needed duties while faculty member is on long-term leave
- Lead or support specific, time-bound special projects
- Lead or support specific, time-bound special projects
- Fill positions funded by grants
- Temporarily replace staff on sabbatical

Qualifications: The minimum requirement for appointment is a master’s degree from an ALA accredited program or equivalent. Appointment to certain positions may require additional subject expertise, experience, or educational preparation.

Exception: In the closely related, specialized field of archives, a graduate degree (may be master’s or Ph.D. depending on position requirements) in an appropriate field OR an archival certification by the Academy of Certified Archivists may be considered for a recognized exception. However, any other exception to the ALA accredited master’s degree or the equivalent must be approved by a majority of the tenure-track faculty of the libraries, prior to posting of such job announcements.

Rank & Title: Librarian I, Librarian II, and Librarian III

Criteria for Ranks:

Librarian I: Appointment at this rank does not require any professional library experience but the candidate should be well-qualified to practice librarianship and demonstrate evidence of potential achievement in librarianship that contributes to the Libraries’ and KU’s mission.

Unclassified Academic Staff Current Campus Policy No new academic staff positions that are fully State funded or partially grant/State funded will be created without the written approval of the Provost. Vacancies of all
existing academic staff positions must be filled through a recruitment or search waiver process (KU Policy); see http://www.policy.ku.edu/provost/unclassified-academic-staff-titles.

Comment: A report was submitted to the Provost’s Office in 2010 by a governance task force charged with recommending policy changes for Unclassified Academic Staff. The Provost’s response mainly addresses issues related to research and clinical academic staff.
In a summary presented to FacEx on the report, the chair summarized “some of the specific concerns voiced by academic staff are: (1) to be called “academic staff” rather than “unclassified academic staff,” (2) to have job security such as the tenure held by KU’s librarians, (3) to be included in hooding ceremonies.”

Proposed Library Policy

Definition and Scope: Academic Staff are faculty equivalent positions with specialized training, knowledge, skills, competencies, and experience in a particular field or discipline, comparable, but not identical to, that of the libraries tenured and tenure-track faculty. Unclassified academic staff may perform duties that are similar to those of faculty, but their positions may also include significantly different allocations of time and required knowledge.

CURRENT KBOR POLICY
(a) Each University may employ and appoint qualified personnel to other full-time or part-time, non-tenure track faculty positions as determined by the chief executive officer to be in the best interest of the university. The primary responsibility for persons on these appointments shall be one or more of the following: teaching, clinical service, research, outreach and service, or other creative endeavors in academic departments. Titles and ranks shall be determined by the university.
(KBOR Ch.2, b., vi, 4, A)

Comment: The current KBOR policy annual and multi-year appointments was not amended until 2015, at the request of Kansas State University. Until February of 2015, there was not a general clause for Unclassified Academic Staff; previously, all sections were addressed specific tracks, including clinical tracks (see attached Board of Governance Committee, KBOR, 2/11/15). It is unclear if 4, d addressing the ability to apply for transfer of classifications, was present before the addition of the general academic staff clause.

Academic Staff positions are not intended to reduce the number of tenure-track lines within the Libraries. Used campus-wide, this employee category allows units and departments to meet specialized, programmatic work priorities. Because academic staff positions are not required to allocate effort in all three primary faculty responsibility areas (research, service, and professional performance), it allows for increased agility in constructing job descriptions. Some unclassified academic staff teach, while others do not; some conduct research and service, while others do not; some perform certain professional duties, while others do not. This flexibility allows us to better meet new and evolving work demands within the Libraries.

Qualifications: Academic Staff must have education, degrees, and experience comparable to tenured and tenure-track faculty. At a minimum, candidates must hold a master’s degree or a Ph.D. in an applicable field with the ability to serve the Libraries by providing specialized expertise as determined to be appropriate by the department and Dean.

Rank & Title: According to campus policy, academic staff positions within the Libraries that are supported in whole or in part by State funds may use the title of Specialist with the ranks of Assistant, Associate, or Senior. Rank is designated at the most nearly equivalent in academic preparation or experience to that of the criteria for Assistant Librarian, Associate Librarian, or Librarian.
Appointees remain in this rank for a minimum of five years before promotion to Librarian II. At the discretion of the supervisor and based on the needs of the department/Libraries, these
positions may also include service at various levels ranging from Libraries to national/international.

**Librarian II:** Persons being considered for appointment at or promotion to this rank shall have at least four years of successful professional experience at the rank of Librarian I or its equivalent. They shall have achieved and documented substantial evidence of high level, professional expertise and have a demonstrated record of accomplishments that advances the goals of KU Libraries, the University, and the profession. At the discretion of the supervisor and based on the needs of the department/Libraries, these positions may also include service at various levels ranging from Libraries to national/international.

**Librarian III:** Persons being considered for appointment at or promotion to this rank shall have a minimum of six years at the rank of Librarian II or its equivalent. They shall have achieved and documented (a) distinguished professional performance in a successfully developing career, with evidence of sustained, high quality professional productivity, and (b) a measure of national recognition in librarianship or a related field. At the discretion of the supervisor and based on the needs of the department/Libraries, these positions may also include service at various levels ranging from Libraries to national/international.

**Responsibilities:** Non-tenure track faculty positions are subject to many of the same policies and procedures as tenure-track faculty, including the Faculty Code of Rights, Responsibilities, and Conduct.

**Governance:** Non-tenure track faculty positions are represented by Faculty Senate, eligible for membership in the Faculty Senate, and included in the annual letter sent to the faculty list requesting nominations to the Faculty Senate.

**Appointment:** Initial appointments to Librarian I, II or III positions will be for a fixed term that can range from less than 1 year (for temporary positions) to 1-3 years (for limited term positions), with the provision that these positions do not lead to conversion to tenure or a tenure-track position. Appointments may be either part-time or full-time as required by the needs of the Libraries.

**Reappointment:** There is no automatic renewal at the end of a limited term appointment. If, upon satisfactory evaluations and continued, on-going need, it is determined that a NTT librarian has demonstrated potential for future term employment, additional limited term appointments (up to five years per appointment period) may be offered (following Provost Office procedures).

**Evaluation:** NTT librarians are evaluated annually following the Libraries’ faculty evaluation plan. **Promotion:** Librarian I and Librarian II non-tenure track faculty may be promoted at the time of their reappointment to a new, limited-term contract. Promotion may only occur after appropriate review at the Library level and with the approval of the Provost (see rank criteria for further detail).

**Merit:** NTT librarians on multi-term appointments are eligible to receive merit salary increases based on the Libraries’ process and procedures for the determination of merit for faculty.

**CURRENT KU POLICY**

**DEFINITIONS:**

**Scientist, Curator and Specialist Titles:** Engages in research, public service, and teaching in units that support the academic mission. Education, degrees and experience are equivalent to those of academic faculty. Eligible for sabbatical leave if 100% commitment of state funding supports the position. **Not eligible for tenure. Promotion emphasizes research & service.** (Current policy, http://policy.ku.edu/provost/unclassified-academic-staff-titles)

**CURRENT KBOR POLICY**

“(d) For purposes of the multiple year appointments made pursuant to paragraph (a) of this subsection, full-time faculty members may apply for a one-time, one-way transfer between appointment categories (tenure track, non-tenure track). Once a transfer from non-tenure track to tenure track has occurred, the guidelines for earning
tenure apply. Time and title in the non-tenure track does not count toward the probationary period to obtain tenure. A request for transfer from a tenure-track to non-tenure-track appointment must be made prior to but no later than September 1 of the penultimate year of the probationary tenure-track appointment. Any such appointments must be made in specific compliance with parameters approved by the Kansas Board of Regents. "(KBOR Ch.2, b., vi, 4, d) Criteria for Ranks

Assistant [Specialist]: Appointment at this rank does not require any professional experience but the candidate should be well-qualified in their designated field or area of specialization and demonstrate evidence of potential achievement in areas of professional performance, service, and/or research as indicated in the job description. Candidates normally remain in this rank for a minimum of six years before promotion to the Associate level. 25

Associate [Specialist]: Persons being considered for appointment at or promotion to this rank shall have at least four years of successful professional experience at the rank of Assistant or its equivalent. They shall have achieved and documented evidence of a high level of expertise in their field or area of specialization and have a demonstrated record of accomplishment that advances the goals of KU Libraries, the University, and their related profession.

When research is required, the candidate shall have an appropriate record of consistent, quality research contributions in areas related to their field of expertise and/or specialized subject areas. Factors such as the quality and quantity of scholarly contributions or creative activities demonstrate a successfully developing scholarly program.

When service is required, the candidate’s record must demonstrate a pattern of service to the University, to the related discipline or profession, and/or to the local, state, regional, national, or international communities. It is possible to remain at this rank indefinitely. If a candidate seeks promotion to the Senior level and does not achieve promotion, this does not preclude a later consideration.

Senior [Specialist]: Persons being considered for appointment at or promotion to this rank shall have a minimum of six years at the rank of Associate or its equivalent. They shall have achieved and documented evidence of a distinguished level of expertise in their field or area of specialization, with sustained, high quality productivity, and have achieved a measure of national recognition in their area of specialization or a related field.

When research is required, the candidate shall have a sustained record of research demonstrating significant achievement. The record of research must demonstrate a successfully-established scholarly program, as reflected in such factors as a consistent and ongoing pattern of quality, scholarly or creative contributions in their field of expertise and/or specialized subject areas.

When service is required, the candidate’s record of service must demonstrate an ongoing pattern of service reflecting substantial contributions to the University, to the related discipline or profession, and to any of the following: local, regional, national, or international communities.

Responsibilities: These positions are equivalent to those of faculty in educational preparation and intellectual complexity. There is no requirement for the inclusion of all three of the following areas: teaching/professional duties, research, and service. As a result, allocation of effort is more flexible than with tenure-track positions and allows for highly-specialized and focused jobs that may vary widely position to position.

Sabbatical Leave: Eligible for sabbatical leave if supported 100% by state money and negotiated/established at the time of initial appointment letter/contract.

Governance: Academic staff are subject to the same policies and procedures as tenure-track faculty, including the Faculty Code of Rights, Responsibilities, and Conduct (with the exception of tenure). These positions are represented by Faculty Senate, eligible for membership in the Faculty Senate, and included in the annual letter sent to the faculty list requesting nominations to the Faculty Senate.
Academic staff are regular voting members of the Libraries’ faculty and are eligible to vote on all matters. Academic staff at the Associate or higher designation may serve on the Libraries’ Committee for Promotion and Tenure. **Appointment:** Appointments may be either part-time or full-time as required by the needs of the Libraries. All academic staff positions must be filled through the recruitment or search waiver process.

The Dean may initiate deliberations to determine the need for an Academic staff position. New academic staff lines may also be proposed by the department or program supervisor and be recommended to the Dean by the appropriate division Assistant/Associate Dean.

**Reappointment:** Appointments are renewed annually except in the case of those dismissed or non-reappointed through proper actions and procedures. Notice of non-reappointment shall be sent according to campus policy. Currently, that policy is:

- 1st year of employment: 3 months in advance
- 2nd year of employment: 6 months in advance
- 3rd year or more: 1 year in advance

**Probationary Period:** Length of probationary period is generally six years from an initial appointment at the assistant level and three years after appointment at the associate level. Unlike faculty, unclassified academic staff are not required to go through a mandatory promotion review during their sixth year of KU employment. However, the performance of all state-funded academic staff at the Assistant rank should be evaluated carefully and thoroughly **with special emphasis on the sixth-year review.**

Appointment to a **seventh year of consecutive full-time service** will normally mean that the probationary period has been completed satisfactorily. Academic staff who have successfully completed the probationary period may be dismissed for cause and are subject to non-reappointment in cases of:

- budgetary constraints
- financial exigency

**Evaluation:** Academic staff will be evaluated annually following the Libraries’ faculty evaluation plan.

**Promotion:** Academic staff go through the promotion and tenure process applied to faculty promotions (LCPT/UCPT). Criteria for promotion should be consistent with the expectations for promotion in faculty rank but with recognition of the varying programmatic, instructional, and service missions of academic staff positions.

Academic staff at the Associate or higher designation may serve on the Promotion and Tenure Committee.

**Merit:** Academic staff are eligible to receive merit salary increases based on the Libraries’ process and procedures for the determination of merit for **faculty**

Endorsed by LFPA March 26, 2014

Annotations Submitted by AMG, September 15, 2016
MEMO

TO: Barbara Phipps, Ben Egglest £, and Lisa Wolf Wendel
FROM: Rex Buchanan, Chair, Unclassified Academic Staff Task Force and Interim Director, Kansas Geological Survey
DATE: 13 September 2010

About a year ago, the Provost's Office and University Governance created a task force to draft language for the unclassified academic staff section of the KU Handbook for Faculty and Unclassified Staff, and to address other questions related to unclassified academic staff. That task force met a number of times, developed draft language for the Handbook, and identified administrative issues that remain to be resolved, but are beyond the purview of the task force.

While the task force had generally completed its work by the end of the spring semester, we used the summer to solicit comments on the draft from unclassified academic staff, via a website designed for that purpose and in an open meeting. We incorporated those comments in the draft, which is attached, along with a list of the remaining issues we identified. I would be glad to provide this electronically, if that would be helpful.

As schedules allow, members of the task force would be glad to be present during any University governance discussion of these materials. We are also forwarding copies of these materials to Mary Lee Hummert, Ola Faucher, and Angie Loving. We met with them to discuss an earlier draft of our work, and to discuss issues related to unclassified academic staff. We are requesting a final meeting with them to discuss the administrative issues that remain to be resolved.

One issue that is not called out in these materials is the possibility of tenure for unclassified academic staff. We have defined job security (the academic staff's version of tenure) in the draft of the handbook language. But we will recommend that the provost's office appoint a committee to study the possibility of tenure for academic staff.

I appreciate your patience as we work through this process. Given the complexity of the handbook language and the issues we identified, I think the task force has done an admirable job, and its members deserve your appreciation. Please let us know if you have questions about our work, or would like any members of the task force present during further conversations about this.

cc: Task Force members

Enclosure
Unclassified Academic Staff Task Force
Proposed New Policy or Recommended Policy Changes

September 8, 2010

General Recommendations

• Create a brochure to share with new unclassified academic staff that describes the primary differences/similarities for this type of employee as compared to their faculty equivalents; link to this brochure from the handbook

• Initiate some outreach efforts when new unclassified academic staff are hired that provide some context for them about their position (at a minimum, share the new brochure, and a link to the handbook section and supporting policies)

• Try to collect and track various issues that come up in the future with regard to unclassified academic staff, no matter the topic; perhaps these issues would demonstrate trends that need to be investigated/addressed further.

• Current practices and policies need to be investigated and clarified regarding whether or not unclassified academic staff may chair and serve on university committees or appear in ceremonial graduation functions for students whom they've sponsored/funded. Also, whether they may be nominated for and receive university-wide teaching and research awards.

  o Are there existing policies that address this issue?
  o If not, are there common operating practices that influence this issue?
  o Recommend that this issue be remedied because
    • it isn't consistent
    • units which prohibit unclassified academic staff from chairing committees or appearing in ceremonial functions are not acknowledging the faculty equivalency of these staff, and furthermore may have a detrimental impact to the student who in many cases has worked most closely with the unclassified academic staff member throughout their course of study

• As the "unclassified" language was originally needed to distinguish staff (statutorily) from the support staff (part of the civil service system), but between 5 and 10 years ago, the support staff left the civil service entirely. Is the classified and unclassified distinction still necessary? Recommend elimination of references that include ‘unclassified’ as part of the academic staff descriptor.

• Address representation of unclassified academic staff on governance groups

• Individual departments/schools should be strongly encouraged to review their individual policies re: unclassified academic staff and to create or revise guidelines for evaluation, promotion, and other benefits. Especially in instances in which unclassified academic staff are performing duties very similar to those of their tenure-track and tenured colleagues, existing policies should be reviewed to determine whether those policies remain fair and appropriate.


Title and Rank

• Recommend relabeling the Clinical Faculty Titles document to reflect that it is all-inclusive of ALL unclassified academic staff, not just clinical.

• Update the Clinical Faculty Titles document to correct the inaccurate responsibilities listed for "research professor"
• Update the Clinical Faculty Titles document to reflect the corrections made in the handbook text above.
• Recommend we eliminate "junior" wherever it may still be used.
• Clarify that unclassified staff who have dual appointments may use the appropriate titles for their position and rank (e.g., associate research professor and associate scientist; clinical professor and senior scientist).
• Clarify that some tenure track faculty also have unclassified academic staff positions and may list their titles accordingly (e.g., professor and senior scientist).
• Update the rest of the handbook (not just the Unclassified Academic Staff section) to correctly use the term "unclassified academic staff" throughout.
• Recommend that promotion to "full" has an expectation of national OR international reputation (rather than currently AND in some places).
  o Will need to change in FSRR Article VI, Clinical Titles, and elsewhere

Appointment
• Current policy on Spoken English Competency appears to apply to faculty and GTAs only. Terminology needs revision in order to explicitly include unclassified academic staff who have teaching responsibilities.
• Recommend updating the "Modified Instructional Duties" policy to apply to unclassified academic staff who have teaching responsibilities.
• Need to update University Policy on Appointments to reflect the provisions distinguishing between academic year and fiscal year appointments and their impact on benefits, etc.
• Recommend either a section in Joint Appointments policy or a separate policy on non-reappointment/termination for academic staff.
  o i.e., What happens when you terminate part/not all for academic staff members?

Evaluation
• Recommend that we have an overall policy at the University that says annual evaluation should happen for all employees (faculty, staff, otherwise).
• Recommend that a statement be inserted in the handbook in a general place for all faculty and staff that unclassified academic staff should have the opportunity to have an annual evaluation (as all university faculty and staff should...)
• Recommend that unclassified academic staff should also have their own freestanding policy, as do faculty & unclassified right now. Recommend we model after the Faculty Evaluation Policy.
• Rewrite the applicability statement of the Faculty Code to include the fact that the shorthand term ‘faculty’ also includes all unclassified academic staff.
• Update p. 23 of the handbook (light-green tab) to include "unclassified academic staff" in the phrasing.

Job Security, Promotion, and Sabbatical Leave
• A culture of encouraging promotion and sabbatical needs to be established for unclassified academic staff.
  o Revise headers of emails so they appear to include unclassified academic staff, too.
  o Have a brown bag to address the issue.
  o Sabbatical leave for unclassified academic staff needs to be encouraged by administrators. The opportunity of sabbatical is available to them, but is often discouraged directly or indirectly.
Let people know this is an option; create a network of unclassified academic staff and once a year let them know this is available to them.

- Recommend each unit be required to put in place standards/procedure for promotion for unclassified academic staff.
- Recommend that promotions be accompanied by salary increases.
- Clarify sabbatical leave policy by using the phrase "unclassified academic staff" throughout.
- Clarify 9-month vs. 1.0 FTE stipulation and % funding.
- Some of this language could go in the new non-reappointment and/or dismissal policy OR revise the Clinical Titles policy to address
- Recommend a shorter-term sabbatical (one or two months duration) be suggested as an alternative sabbatical for unclassified academic staff without teaching responsibilities. While state-funded full-time unclassified academic staff are eligible for regular [faculty] sabbaticals, their duties and fiscal-year appointments sometimes make it difficult for them to get approval from their units to take sabbaticals. They could still apply through the regular channels for a regular semester-long sabbatical. This might make it easier for unclassified academic staff to have a concentrated period of research for one or two months, without the disruption of taking an entire semester. This alternate sabbatical for unclassified academic staff could only be reviewed and decided upon by a committee of unclassified academic staff members.

**Non-reappointment and Dismissal for Cause**
- Recommend inserting an item into existing policy regarding specific representation of unclassified academic staff serving on appeals committees (currently appears to be addressed only in the 1986 version of the handbook (bottom of p. 4 of the 2nd tab of your notebook).

**Resignation and Retirement**
- Recommend adding to handbook text that these benefits are "equivalent to those provided to faculty" if they in fact are equivalent.
Proposed Content for the Unclassified Academic Staff section of the Handbook for Faculty and Other Unclassified Staff

May 25, 2010

D. Unclassified Academic Staff

The unclassified academic staff supports the mission of the University through scholarship, service, teaching, and other professional duties. Unclassified academic staff perform duties that are similar to those of faculty, but may include other elements. Some unclassified academic staff teach, while others do not; some conduct research and service, while others do not; some perform other professional duties, while others do not. Members of the unclassified academic staff have education, degrees, and experience comparable to tenured and tenure-track faculty, they are represented through the Faculty Senate, and they are subject to many of the same policies and procedures that apply to tenured or tenure-track faculty, including the Faculty Code of Rights, Responsibilities, and Conduct. This section of the Handbook focuses on the distinctive policies and procedures applicable to unclassified academic staff.

1. Title and Rank -

SUGGESTED TEXT:
The titles for unclassified academic staff are comparative to those used for faculty. Unclassified academic staff will be designated at the rank which is most nearly equivalent in academic preparation or experience of assistant professor, associate professor, or professor. These titles facilitate common application of University regulations and policies concerning eligibility for employment and procedures for recruitment, retention, promotion, job security, and retirement. To distinguish state funded employees from those contingent on funding, two separate sets of titles are normally used. For those unclassified academic staff supported by State funds the titles are scientist, curator, instructor, or specialist, with a rank of assistant, associate, or senior. For unclassified academic staff funded from grants and contracts, the titles are assistant research professor, associate research professor, or research professor. Those unclassified academic staff members who have funding from both the state and grants and contracts hold more than one title commensurate with their positions (e.g., senior scientist and professor; research associate professor and associate scientist).

For unclassified academic staff in designated academic programs whose responsibilities to the University require direct clinical practice, and clinical education and scholarship, the titles are clinical instructor, assistant clinical professor, associate clinical professor, or clinical professor. These titles will be used for full-time unclassified academic staff in designated academic degree programs (a) whose accrediting bodies require clinical faculty appointments and/or are joint clinical programs with the Medical Center, and (b) which have a University of Kansas clinical unit.
At the time of appointment to an unclassified academic staff position, the staff member's supervisor shall recommend to the appropriate dean or vice provost a rank. Recommendations shall be documented with relevant supporting data. The Provost and Chancellor make final approval of the recommended rank.

A person with a permanent position at another institution who accepts a position at the University of Kansas while on leave from his or her place of permanent employment will have the prefix "Visiting" added to his or her title while at the University of Kansas. Such appointments are for a specified time period on a limited term basis.

RELATED EXISTING POLICIES:
• Clinical Faculty Titles and Related Administrative Practices
• LINK TO "Conditions of Employment" draft (waiting for Ola Faucher)
2. Appointment

SUGGESTED TEXT:
Appointment as unclassified academic staff, including title, rank, and specification of academic year or fiscal year appointment, is made by the Provost based on the recommendation of the academic or administrative unit (and any intermediate unit) in which the unclassified academic staff member will serve. Certain members of the unclassified academic staff serve in an administrative position at the pleasure of the administrator to whom they report. Appointments that have been designated as being "at the pleasure of ... " are not subject to notice or to grievance procedures available to staff with other unclassified academic staff appointments. Specific procedures for conducting searches and making hiring decisions are established by units within the parameters set by University policy. Consistent with Board of Regents policy, University policy requires that prospective unclassified academic staff with teaching responsibilities whose first language is not English, with few exceptions, have their spoken English competency assessed before employment. Those who do not meet the competency levels set shall have remediation conditions attached to their appointment (see Policy on Spoken English Competency). Units should review all applicable policies, procedures, deadlines, etc., before and during the search process.

Unclassified academic staff appointments are renewed annually except in the case of those dismissed or non-reappointed through proper actions and procedures.

Unclassified academic staff may be appointed on an academic year or fiscal year basis, and provisions and benefits vary based on the type of appointment.

Unclassified academic staff members may hold joint appointments in more than one unit. Special policies and procedures apply to joint appointments.

RELATED EXISTING POLICIES:
• University Policy on Appointments
• University Policy on Joint Appointments
• Policy on Spoken English Competency
• LINK TO "Modified Instructional Duties" once updated (see recommendation below)
3. Evaluation

SUGGESTED TEXT:

Annual Evaluation - Unclassified academic staff members should receive feedback about their performance and professional conduct through a formal annual evaluation process conducted through their academic or research unit. Staff evaluations are conducted for the purpose of providing regular input about job performance. The criteria for evaluation include teaching, scholarship, service, and professional performance, depending upon the expectations for the specific position. Evaluation should relate directly to expectations articulated in the written position description and to activities performed throughout the year. Annual evaluation of unclassified academic staff is conducted pursuant to unit level procedures. Merit increases for unclassified academic staff shall be based in part on the annual evaluation of the performance related to the mission of the institution, college/school, and department. Unclassified academic staff whose positions are state-funded are eligible for a midpoint evaluation analogous to a review of progress toward tenure.

The conduct of annual evaluations protects academic freedom and shields staff from discriminatory, unfair, or arbitrary dismissal, but evaluations are not designed to shield staff from the consequences of inadequate performance, unprofessional conduct, or non-performance of their duties. Sustained failure of an unclassified academic staff person to carry out his or her responsibilities, despite the opportunities for development or other appropriate interventions, constitutes grounds for dismissal pursuant to established procedures. Unclassified academic staff may contest an evaluation and appeal the evaluation through appropriate administrative channels for their respective unit.

RELATED EXISTING POLICIES:
• Board of Regents Policy on Faculty Evaluation (Regents Policy Manual, 11.F.12.)
• Progress Toward Tenure Review
• Faculty Evaluation Policy
• Faculty Code of Conduct
• Sexual Harassment
4. Job Security, Promotion, and Sabbatical Leave

SUGGESTED TEXT:
The University seeks to attract, retain, and reward high quality and effective unclassified academic staff members. Job security, promotion of unclassified academic staff, and the opportunity for sabbatical leave are important means of achieving these goals.

Job Security
Under Board of Regents Policy (Regents Policy Manual 11.F.7), all appointments of unclassified academic staff are made annually. Full-time appointments to unclassified academic staff positions paid from state appropriated funds are automatically renewed unless prior notice of non-reappointment is provided. Although unclassified academic staff members do not receive tenure, they acquire job security after the appropriate time in rank (generally six years from an initial appointment at the assistant level, three years after appointment at the associate level). The time prior to achieving job security is considered a probationary period. Unclassified academic staff with job security may be dismissed only for cause. Unclassified academic staff with job security may only undergo non-reappointment for budgetary constraints, financial exigency, and program discontinuance or reorganization. In all cases, the burden is on the University to establish grounds for dismissal or non-reappointment.

Job security is not generally available to unclassified academic staff whose appointments are contingent on funding. Job security for individuals with joint appointments, or with appointments that involve a mix of state and external funding, should be negotiated at the time of appointment.

An unclassified academic staff member whose notice of termination has been produced by conditions that constitute a violation of established procedures of the University or unit, and who has not succeeded in obtaining a favorable reassessment through administrative channels, is entitled to appeal. The Faculty Rights Board (FRB) has exclusive jurisdiction over such an appeal. FRB procedures include special provisions for representation of unclassified academic staff on FRB when hearing such appeals.

Promotion
Each unit must make available the opportunity for promotion to all unclassified academic staff. Promotion in rank for unclassified academic staff is made on the basis of meritorious performance and follows the same procedures as promotion of faculty members, including review by the University Committee on Promotion and Tenure. The criteria for promotion include teaching, scholarship, service, and professional performance, depending upon the expectations for the specific position. Promotion should relate directly to expectations articulated in the written position description. Unclassified academic staff whose positions are state-funded are eligible for a midpoint evaluation analogous to a review of progress toward tenure.

Sabbatical Leave
Unclassified academic staff who are on full-time appointments fully funded by the state for a period of six years or longer may apply for a sabbatical leave (unless otherwise stipulated by their appointment). Self-nominations for sabbatical leave are accepted, but must be supported by the department. Such leave is designed to provide staff the opportunity of "pursuing advanced research studies, or securing appropriate industrial or professional experience."

RELATED EXISTING POLICIES:
• Board of Regents Policy on Annual and Multiyear Appointment (Regents Policy Manual, 11.F.7.)
• University Standards and Procedures for Promotion and Tenure (FSRR Article
• Provost's Guidance Documents for the Compilation of the Promotion and Tenure Record
• Governance Guidance Documents for the Development of Unit Criteria and Procedures
• Faculty Rights Board Procedures for Appeal of Denial of Promotion and Tenure
• Definition of cause in Faculty Code of Conduct
https://documents.ku.edu/policies/provost/FacultyCode.htm#V
• Sabbatical Leave Policies and Procedures:
https://documents.ku.edu/policies/provost/Sabbaticalleave.htm
5. Non-reappointment and Dismissal for Cause

SUGGESTED TEXT:
Non-reappointment and Dismissal for Cause
The grounds and procedures for dismissal or termination of employment of unclassified academic staff members differ depending upon the nature of the action taken and whether the staff member has probationary status. Probationary status is defined as the time prior to achieving job security, and it is generally six years from an initial appointment at the assistant level and three years from appointment at the associate level.

Non-reappointment
Full-time appointments to unclassified academic staff positions are automatically renewed unless prior notice of non-reappointment is provided. The Provost (or his/her designated representative) sends notice of non-reappointment upon the recommendation of the head of the unit. Notice usually will be provided at least three months in advance of the termination date of the first year of appointment; at least six months in advance of the termination date of the second year of appointment; and thereafter at least one year in advance of the termination date of the appointment.

Unclassified academic staff members whose positions are contingent on funding may be terminated without the usual notice described above when the funding or support for their position is terminated. When an unclassified academic staff member’s position is funded in part by the state and in part by externally supported grants and contracts, the usual notice procedures will apply to the state-funded portion of the position.

Non-reappointment of positions that are based on joint appointments follow the procedures applicable to that portion of the joint appointment that is not being renewed.

Unclassified academic staff with job security may undergo non-reappointment only for budgetary constraints, financial exigency, or program discontinuance or reorganization.

Dismissal for Cause
Unclassified academic staff members who are no longer on probationary status have job security. Unclassified academic staff with job security may be dismissed only for cause.

For unclassified academic staff members whose positions are contingent on funding, termination of this external support is considered adequate cause for termination of that portion of the position so funded.

Post-termination Resources and Appeal to FRB
An unclassified academic staff member who is not reappointed or who is dismissed for cause will be informed in writing of the reasons for the action taken.
In the event non-reappointment is due to budgetary constraints or program discontinuance or reorganization, HR/EO will assist the affected staff member in seeking other employment opportunities within the University of Kansas, State agencies, or in other employment.

An unclassified academic staff member who asserts that a decision to give notice of non-reappointment or to dismiss for cause has been produced by conditions that constitute a violation of established procedures of the University or the unit, and who has not succeeded in obtaining a favorable reassessment through administrative channels, is entitled to appeal to the Faculty Rights Board (FRB). FRB procedures include special provisions for representation of unclassified academic staff when hearing their appeals.

RELATED EXISTING POLICIES:
- Faculty Rights Board Composition and Jurisdiction (University Senate Code, Article XV, section 3)
- Faculty Rights Board Procedures for Non-Reappointment and Dismissal [Link when available]
- Program Discontinuance (USRR Article VI11)
- Financial Exigency (USRR Article VII)
- Faculty Responsibilities and Proscribed Conduct (Faculty Code of Rights, Responsibilities, and Conduct)
6. Resignation and Retirement

SUGGESTED TEXT:

Resignation of Unclassified Academic Staff

Resignations from unclassified academic staff should be submitted in writing to the head of the unit, who forwards them through administrative channels to the Provost who acknowledges and accepts the resignation on behalf of the University. Unless an earlier date is specified, the effective date of a resignation is the termination date of the unclassified academic staff member's current appointment. If a resigning unclassified academic staff member holds research grants or contracts from outside agencies, KUCR should be consulted to make proper arrangements for the liquidation or transfer of the grant and the disposition of any equipment secured under the grant or contract.

To minimize disruption, unclassified academic staff members with teaching responsibilities should keep the appropriate administrative officials within the University informed of negotiations, provide prompt notice of acceptance of an appointment at another institution, and should not, absent agreement by the University, leave or be solicited to leave their positions during an academic year for which they hold an appointment.

Unclassified academic staff members who are granted sabbatical leave agree to serve their institution for a period of at least one year immediately following the expiration of the period of leave. An unclassified academic staff member who resigns his or her position before completing one full year of school service (academic or fiscal year, depending on the annual term of employment) following the conclusion of the sabbatical leave must refund a portion of the leave salary proportional to the time not served.

Retirement of Unclassified Academic Staff

Unclassified academic staff are eligible for phased retirement, emeritus status, and other benefits similar to those for faculty. Members of the unclassified academic staff who are contemplating retirement should consult Benefits in Human Resources and Equal Opportunity to discuss such matters as eligibility for retirement, retirement benefits, continuation of health insurance, payment of unused sick leave, conversion of life insurance, the Board of Regents voluntary phased retirement program, etc.

An unclassified academic staff member who has decided to retire should provide written notice, including the proposed date of retirement, to the head of the unit, who is responsible for forwarding the information through channels to the Provost or other appropriate administrator. To aid in institutional planning, unclassified academic staff who have selected a retirement date are encouraged to notify the University at the earliest possible date.

Upon retirement, emeritus status may be awarded as an honorary title for extended meritorious service under University criteria established pursuant to Board of Regents policy. No salary or emolument is attached to the status other than such privileges as the institution may wish to extend.
The University encourages retired unclassified academic staff members to continue their research activities, and they may apply through ordinary channels for externally sponsored research grants and contracts. However, because of the need to establish a bona fide separation from service at the time of retirement, the Retiree Rehire Policy should be consulted.

Retired unclassified academic staff may also be rehired for limited service. Further information is available from the Benefits Office, the Office of the Provost, or from the Retirees Handbook.

RELATED EXISTING POLICIES:
• Board of Regents Policy on Voluntary Phased Retirement (Regents Policy Manual, II.F.17b.)
• Board of Regents Policy Regarding Emeritus Status (Regents Policy Manual, II.F.5.)
• Sabbatical Leave, Requirement for Return or Repayment (Regents Policy Manual, 11.F.13.a)
• Retirees Handbook
• HR/EO Benefits
• Phased Retirement
• Limited Retirement Health Care Bridge Policy
• University Policy on Emeritus Status
• Retiree Rehire Policy
Unclassified Academic Staff Task Force Members
13 September 2010

Rex Buchanan, Interim Director
Kansas Geological Survey
1930 Constant Avenue
Lawrence, KS 66047

Susan Earle, Curator
Spencer Museum of Art
The University of Kansas
1301 Mississippi Street
CAMPUS

Pam Keller
Clinical Associate Professor and Lawyering Director
School of Law
The University of Kansas
307 Green Hall
CAMPUS

Kelly Kindscher
Associate Scientist
Kansas Biological Survey
The University of Kansas
135A Higuchi Hall
WEST CAMPUS

Dale Walker
Associate Research Professor
Juniper Gardens Children's Project
Life Span Institute
The University of Kansas
650 Minnesota Avenue
2nd Floor
Kansas City, KS 66101

Barbara Woods
Clinical Assistant Professor and Director of Continuing Education Pharmacy Practice
The University of Kansas
6050E Malott
CAMPUS

Task Force assistant:

Jenny Mehmedovic
Assistant to the Provost
Provost Office
The University of Kansas
23OG Strong Hall
CAMPUS
Q1 - What academic unit(s) are you affiliated with?

<table>
<thead>
<tr>
<th>What academic unit(s) are you affiliated with?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biodiversity Institute &amp; Ecology and Evolutionary Biology</td>
</tr>
<tr>
<td>law</td>
</tr>
<tr>
<td>The College of Liberal Arts &amp; Sciences</td>
</tr>
<tr>
<td>Engineering</td>
</tr>
<tr>
<td>Journalism</td>
</tr>
<tr>
<td>School of Music</td>
</tr>
<tr>
<td>Graduate Studies</td>
</tr>
<tr>
<td>School of Pharmacy</td>
</tr>
<tr>
<td>School of Architecture Design and Planning</td>
</tr>
</tbody>
</table>
Q3 - How many years has your unit been using the Unclassified Academic Staff (UAS)?

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>%</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>less than a year</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>1-2 years</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>3-5 years</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>more than 5 years</td>
<td>55.56%</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>We do not use the UAS classification</td>
<td>44.44%</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
<td>9</td>
</tr>
</tbody>
</table>
Q2 - Which of the following Unclassified Academic Staff (UAS) positions are used in your unit? (click all that apply)

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>%</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Curator</td>
<td>16.67%</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Specialist</td>
<td>33.33%</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Scientist</td>
<td>50.00%</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Research Professor</td>
<td>33.33%</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Clinical Professor</td>
<td>50.00%</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>other</td>
<td>33.33%</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
<td>6</td>
</tr>
</tbody>
</table>

other

other

Specialists (Collection managers)

No UAS in BSchool
Q4 - Do any of your UAS have dual appointments at the university?

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>%</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>33.33%</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
<td>66.67%</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
<td>6</td>
</tr>
</tbody>
</table>
Q5 - Are many of your UAS part time in your unit?

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>%</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>None</td>
<td>40.00%</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Less than half</td>
<td>40.00%</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Half</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>More than half</td>
<td>20.00%</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>All</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100%</td>
<td>5</td>
</tr>
</tbody>
</table>
Q11 - How do the UAS requirements for professional experience and/or education level differ from a tenure-track or other faculty positions in your unit? For example, do UAS hold the same (terminal) degrees or credentials as other professionals in your unit?

<table>
<thead>
<tr>
<th>How do the UAS requirements for professional experience and/or education le...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Except for &quot;Specialists (Collecton managers)&quot; all of our UAS have requirements identical to tenure track faculty</td>
</tr>
<tr>
<td>The UAS hold the same degrees/credentials as other professionals in the unit.</td>
</tr>
<tr>
<td>not applicable - no UAS positions</td>
</tr>
<tr>
<td>Same terminal degrees are required (and needed for subsequent promotion). The difference is typically a much higher expectation of requirements for pedagogical design and improvement in course teaching, to include basic courses, and that of clinical expertise.</td>
</tr>
<tr>
<td>same</td>
</tr>
<tr>
<td>Same terminal degree, different allocations of research, teaching, service, and clinical activities. Since we have both research and a majority of clinical track appointments in this category, next question refers only to clinical.</td>
</tr>
</tbody>
</table>
Q6 - What is the typical percentage of effort in each of the below categories for those in the UAS classification?

<table>
<thead>
<tr>
<th>Field</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Mean</th>
<th>Std Deviation</th>
<th>Variance</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of research</td>
<td>0.00</td>
<td>40.00</td>
<td>7.78</td>
<td>12.27</td>
<td>150.62</td>
<td>9</td>
</tr>
<tr>
<td>Percentage of service</td>
<td>0.00</td>
<td>20.00</td>
<td>7.78</td>
<td>9.16</td>
<td>83.95</td>
<td>9</td>
</tr>
<tr>
<td>Percentage of teaching/performance</td>
<td>0.00</td>
<td>80.00</td>
<td>24.44</td>
<td>34.68</td>
<td>1202.47</td>
<td>9</td>
</tr>
</tbody>
</table>

Percentage of research

- includes graduate education

Percentage of service

- includes clinical work
Q7 - Do any of the UAS in your school/department have supervisory responsibilities (excluding the supervision of student workers)?

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>%</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>75.00%</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
<td>25.00%</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100%</td>
<td>4</td>
</tr>
</tbody>
</table>
Q8 - If UAS do have supervisory responsibilities, how many full-time equivalent positions on average do they supervise (excluding student workers)?

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>%</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>none</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>1-4</td>
<td>66.67%</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>5-10</td>
<td>33.33%</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>more than 10</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
<td>3</td>
</tr>
</tbody>
</table>
Q11 - Were you aware of this KBOR policy?

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>%</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>50.00%</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
<td>50.00%</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100%</td>
<td>6</td>
</tr>
</tbody>
</table>
Q13 - What general circumstances might lead you to support a faculty member's transfer from one classification to the other?

| What general circumstances might lead you to support a faculty member's transfer |
|-------------------------------|--------------------------------------------------------------------------------|
| After an unsatisfactory 3rd year review, the faculty member and administration may agree on such a transfer. |
| Outstanding record of scholarship may permit a clinical professor to transfer to the tenure track although that has not occurred at the law school since I've been here - 18 years. |
| Retention of faculty with exceptional teaching or program administration skills |
| TT => UAS That the individual's expertise (research or teaching) is better suited for these responsibilities, coupled with the better interest of the department. Or if the individual no longer desires a tenured line. From UAS => TT...the individual who has served in an Asst. or perhaps Assoc. XX capacity and now feels that they have contributed everything they can (pedagogically (because there is a research component) or clinically) and now feels that they wish to pursue a more active application of pedagogical research. |
| In the clinical track, someone who extends and expands their research program. In the research track, someone who has credentials to be considered for teaching assignments in the pharmacy curriculum. |
Q14 - Have any faculty members in your school/department requested a transfer either to a tenure-track position or to UAS?

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>%</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>16.67%</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
<td>83.33%</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100%</td>
<td>6</td>
</tr>
</tbody>
</table>
Q15 - Have you transferred any faculty from one classification to the other?

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>%</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No transfers</td>
<td>66.67%</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Yes, from UAS to tenure track</td>
<td>16.67%</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Yes, from tenure track to UAS</td>
<td>16.67%</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Other</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
<td>6</td>
</tr>
</tbody>
</table>
Q16 - Do you have any other comments?

Do you have any other comments?

Because our positions are 50/50 faculty/curator-scientist, the UAS designation formally applies only to the curator/scientist 50% of the position (i.e., in theory, no tenure), but in practice, KU considers tenure to govern 100% of the position.

The BSchool recently looked into adding at least one UAS position to the School. As such we are interested in any changes to this type of appointment. Thank you.

The dean of the College constituted a UAS working group last fall to define more explicitly the classification of UAS and to make available information as to the nature of these kinds of appointments, including selection, appointment, promotion and review, and professional considerations. Furthermore, rewriting policies to address UAS is currently underway: incorporation into CLAS Bylaws where UAS would be considered a voting member of the College Assembly and would also now be subject to the equivalent PTTR. The nature of UAS appointments in CLAS varies differently. We are particularly focusing on teaching specialists where the expectation is that these UAS will work with the administration and faculty of the unit to develop and implement effective instructional approaches for introductory courses, along with associated materials and laboratories, and will participate in assessment and documentation of student learning in all undergraduate courses in the unit. Advising is also expected and these are 11-month (9+2) appointments.

UAS positions are essential to our research mission

We have clinical track appointments in one Department and roughly 2/3's of the faculty are in this category, the remainder are tenure-track.
Q17 - Would you be willing to further discuss the use of the UAS classification? If so, please provide your name and email address below.

<table>
<thead>
<tr>
<th>Would you be willing to further discuss the use of the UAS classification?...</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you wish to, we are willing. <a href="mailto:krishtalka@ku.edu">krishtalka@ku.edu</a>; <a href="mailto:jrkeeler@ku.edu">jrkeeler@ku.edu</a>, Dyche Hall</td>
</tr>
<tr>
<td>Sure. Stephen Mazza; <a href="mailto:smazza@ku.edu">smazza@ku.edu</a></td>
</tr>
<tr>
<td>Contact Caryn Anderson, <a href="mailto:cpanderson@ku.edu">cpanderson@ku.edu</a> for follow-up, if needed.</td>
</tr>
<tr>
<td>Yes. Erin Spiridigliozi, Assistant Dean for Faculty &amp; Staff Affairs; <a href="mailto:eas@ku.edu">eas@ku.edu</a></td>
</tr>
<tr>
<td>Ken Audus, <a href="mailto:audus@ku.edu">audus@ku.edu</a></td>
</tr>
</tbody>
</table>
### Appendix C: UAS, Specialist at KU

<table>
<thead>
<tr>
<th>KU Dept with Specialist</th>
<th>Specialist Count</th>
<th>Additional Title Info</th>
<th>KU Policy Library, HR, or Dept website reference</th>
<th>Unit Expectations/Allocation of Effort (incl Differential, or DAE)/Other Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied English Center</td>
<td>7</td>
<td>Admin (1)</td>
<td>Faculty Evaluation Plan, Department of English, <a href="http://policy.ku.edu/CLAS/faculty-evaluation-plan-english">http://policy.ku.edu/CLAS/faculty-evaluation-plan-english</a></td>
<td>Percentage of effort in all three areas is expected but not outlined specifically for UAS, except to note: &quot;It depends on the contract&quot; and &quot;professional performance can substitute for teaching.&quot; DAE only available to tenure/tenure track.</td>
</tr>
<tr>
<td>Biodiversity Institute</td>
<td>6</td>
<td>also has Scientist (1), Curator (2)</td>
<td>Promotion and Tenure Procedure, Ecology &amp; Evolutionary Biology, <a href="http://policy.ku.edu/CLAS/promotion-tenure-EEB">http://policy.ku.edu/CLAS/promotion-tenure-EEB</a></td>
<td>&quot;The College has traditionally recognized the 40-40-20 formula for weighting research, teaching, and service, except when weight is differentiated for unclassified academic staff members pursuant to their job description.&quot; For UAS, &quot;Promotion emphasizes teaching.&quot;</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>2</td>
<td>Admin</td>
<td>Faculty Evaluation Plan, Department of Communication Studies, <a href="http://policy.ku.edu/CLAS/faculty-evaluation-plan-comm-studies">http://policy.ku.edu/CLAS/faculty-evaluation-plan-comm-studies</a></td>
<td>&quot;...applies the weights of 40 percent for teaching/advising, 40 percent for research, and 20 percent for service to the University, community, and profession. These weights are the same for tenured and non-tenured faculty, although the department recognizes that the specific contributions of faculty members to the program’s mission will differ depending on career stage.&quot; DAE can be initiated by tenured faculty member or director, but are not less than 10 percent on permanent DAE agreements.</td>
</tr>
<tr>
<td>English</td>
<td>1</td>
<td>Admin</td>
<td>Faculty Evaluation Plan, Department of French and Italian, <a href="http://policy.ku.edu/CLAS/faculty-evaluation-plan-frit">http://policy.ku.edu/CLAS/faculty-evaluation-plan-frit</a></td>
<td>Percentage of effort in all three areas is expected but not outlined specifically for UAS, except to note: &quot;It depends on the contract&quot; and &quot;professional performance can substitute for teaching.&quot; DAE only available to tenure/tenure track.</td>
</tr>
<tr>
<td>Environmental Studies Program</td>
<td>1</td>
<td></td>
<td>Faculty Evaluation Plan, Department of French and Italian, <a href="http://policy.ku.edu/CLAS/faculty-evaluation-plan-frit">http://policy.ku.edu/CLAS/faculty-evaluation-plan-frit</a></td>
<td>For UAS: &quot;...the expected distribution of effort for Assistant, Associate, and Senior Specialists is 40% teaching, 10% research, and 50% service.&quot;</td>
</tr>
<tr>
<td>French &amp; Italian</td>
<td>1</td>
<td>Admin</td>
<td>Faculty Evaluation Plan, Department of French and Italian, <a href="http://policy.ku.edu/CLAS/faculty-evaluation-plan-frit">http://policy.ku.edu/CLAS/faculty-evaluation-plan-frit</a></td>
<td>For UAS: &quot;...the expected distribution of effort for Assistant, Associate, and Senior Specialists is 40% teaching, 10% research, and 50% service.&quot;</td>
</tr>
<tr>
<td>Humanities</td>
<td>1</td>
<td>Admin</td>
<td>Faculty Evaluation Plan, Humanities Program, <a href="http://policy.ku.edu/CLAS/faculty-evaluation-plan-HWC">http://policy.ku.edu/CLAS/faculty-evaluation-plan-HWC</a></td>
<td>&quot;...applies the weights of 40 percent for teaching/advising, 40 percent for research, and 20 percent for service to the University, community, and profession. These weights are the same for tenured and non-tenured faculty, although the department recognizes that the specific contributions of faculty members to the program’s mission will differ depending on career stage.&quot; Additional qualification/exception: (1) the present position is primarily a 12-month administrative and teaching position, (2) the normal allocation of time and effort, prescribed by contract, is not the same as for tenure-track faculty, and (3) the procedures for promotions, as described in the KU Faculty and Staff Handbook, are different, although the standards for promotion in rank are the same. DAE can be initiated by tenured faculty member or director.</td>
</tr>
<tr>
<td>International Programs, Dole</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kansas Geological Survey</td>
<td>1</td>
<td>also has Scientist (14)</td>
<td>Promotion and Tenure Procedure, Geology Department, <a href="http://policy.ku.edu/CLAS/promotion-tenure-geology">http://policy.ku.edu/CLAS/promotion-tenure-geology</a></td>
<td>&quot;The College has traditionally recognized the 40-40-20 formula for weighting research, teaching, and service, except when weight is differentiated for unclassified academic staff members pursuant to their job description.&quot; For UAS, &quot;Promotion emphasizes research and service.&quot;</td>
</tr>
<tr>
<td>Libraries</td>
<td>6</td>
<td>Admin (3): As of 2017, there are no UAS appointments in the library.</td>
<td>Promotions and Tenure Procedures (Dec2016), <a href="http://ffpa.ku.edu/sites/ffpa.ku.edu/files/docs/PromotionTenureProcedures_20161219.pdf">http://ffpa.ku.edu/sites/ffpa.ku.edu/files/docs/PromotionTenureProcedures_20161219.pdf</a></td>
<td>In general policy for DAE, there is this exception for libraries: &quot;The reduction of library faculty obligations will be handled on a case-by-case basis by the Dean of the Libraries.&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appointment to an Administrative Position/Interim Assignment, <a href="http://humanresources.ku.edu/academic-staff%20Appointment%20of%20Administrative%20Position%20or%20Interim%20Assignment">http://humanresources.ku.edu/academic-staff%20Appointment%20of%20Administrative%20Position%20or%20Interim%20Assignment</a></td>
<td>There is no supporting documentation in the Policy Library, but according to the HR website info on UAS: &quot;Acceptance of additional administrative assignments may lead to a reduction in research related job responsibilities and the assignment of an additional unclassified professional title (ex. Scientist/Director).&quot;</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>1</td>
<td>Admin</td>
<td>Faculty Evaluation Plan, Department of Mathematics, <a href="http://policy.ku.edu/CLAS/faculty-evaluation-plan-mathematics">http://policy.ku.edu/CLAS/faculty-evaluation-plan-mathematics</a></td>
<td>No explicit distinction outlined between tenure/track and UAS. &quot;...applies the weights of 40 percent for teaching/advising, 40 percent for research, and 20 percent for service to the University, community, and profession. These weights are the same for tenured and non-tenured faculty, although the department recognizes that the specific contributions of faculty members to the program’s mission will differ depending on career stage.&quot; DAE can be initiated by tenured faculty member or director, but are not less than 10 percent on permanent DAE agreements.</td>
</tr>
<tr>
<td>Spencer Museum of Art</td>
<td>1</td>
<td>also has Curator (6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td>1</td>
<td>Admin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>