



# Guide to Employee Groups

## **Faculty (A\*)**

Tenure/tenure track (assistant professor, associate professor, and professor). These positions require a minimum of a doctorate degree or an appropriate terminal degree for the discipline. Faculty members teach, conduct research, and engage in public service projects. Payment is made on the 16th of every month or the prior business day should the 16th fall on a weekend or holiday.

## **Academic Professional (B\*)**

Academic professionals are those members of the academic staff whose positions have been designated by the president and the chancellor as meeting specialized administrative, professional, or technical needs, in accordance with Article IX of the University of Illinois *Statutes*, and who are exempted from the State University Civil Service System. These positions require a minimum of a bachelor's degree. Payment is made on the 16th of every month or the prior business day should the 16th fall on a weekend or holiday.

## **Visiting Academic Professionals (B\*)**

Academic professionals who are appointed for a temporary duration and who are subject to the terms of a collective bargaining agreement with the Visiting Academic Professionals Association (AAP/IEA/NEA). These positions require a minimum of a bachelor's degree. Payment is made on the 16th of every month or the prior business day should the 16th fall on a weekend or holiday.

## **Postdoctoral Research Associates/Postdoctoral Fellows (P\*)**

Employees who are involved in research and who have completed their doctorate or terminal degree within the last 10 years. Postdoctoral Research Associate appointments should not exceed five (5) years. Payment is made on the 16th of every month or the prior business day should the 16th fall on a weekend or holiday.

## **Grad Assistants (GA)**

Graduate students with appointments. These positions require a minimum of a bachelor's degree. There are four types of graduate assistantships:

### **Research Assistant**

The duties of a Graduate Research Assistant primarily involve applying and mastering research concepts, practices, or methods of scholarship. Examples of typical responsibilities include conducting experiments, organizing or analyzing data, presenting findings in a publication or dissertation, collaborating with faculty in preparing publications, overseeing work of other RAs, and other research activities.

### **Pre-Professional Graduate Assistant**

Pre-Professional Graduate Assistants are appointed to non-TA/non-RA assistantship positions, in which they primarily gain experience, practice, or guidance that is significantly connected to their fields of study and career preparation. Eligibility for PGA appointment is based on the following grid. The student must be enrolled in one of the listed programs of study and either appointed in their enrolling unit or in any of the corresponding units listed on the same row as the enrolling unit. Enrolling unit—Appointing Unit combinations that cross rows are not eligible as PGA appointments without a specific request for approval.

Additionally, requests for Pre-professional Graduate Assistant appointments for units/programs not listed in the grid must be submitted to the Illinois Human Resources. Requests are reviewed for approval by Illinois Human Resources.

<b>Enrolling Unit</b>	<b>Appointing Unit</b>
Architecture	Planning, Design & Construction, Fire Service Institute
Education (including Special Ed., Early Childhood)	University Primary School
Educational Organization and Leadership, Educational Policy Studies	Dean of Students, Career Center
GSLIS	All departments of the University Library, Mortenson Center, Library Research Center, Center for Children's Books, college/unit libraries
ILIR	Career Center, Campus or UA HR office
Journalism	News Bureau
Kinesiology, Recreation, Sport & Tourism	Division of Intercollegiate Athletics, Applied Life Sciences
Law	University Counsel
MBA	Illinois Business Consulting, College of Business
Social Work, Psychology, Educational Psychology, Community Health, Nutritional Sciences, Medical Scholars, Speech and Hearing Sciences, Special Education	Student Affairs units providing counseling, social work or health-related services, such as Dean of Students, Counseling Center, McKinley Health Center, Housing
Psychology, Educational Psychology	Faculty/Staff Assistance Program
Theater, Music, Dance	Krannert Center for Performing Arts
Veterinary Medicine	Vet Med Clinics
Human Resources Education	The Career Center
Kinesiology	McKinley Health Center

## **Teaching Assistant**

The duties of a Graduate Teaching Assistant are primarily in support of instruction and include such responsibilities as teaching classes, grading student assignments, leading lab or discussion groups in a course setting, developing academic instructional materials, accompanying/coaching musical or vocal performances, providing artistic instruction, proctoring exams, overseeing/coordinating the work of other TAs, holding office hours, tutoring students.

Teaching assistant positions are covered by a collective bargaining agreement with the Graduate Employee Organization (GEO). Teaching Assistants in the following departments are excluded from the bargaining unit only in the first semester that they teach:

- Animal Biology
  - Biochemistry
  - Cell & Structural Biology
  - Chemistry
  - Germanic Languages & Literature
  - Microbiology
  - Plant Biology
  - Psychology
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## **Graduate Assistant (Administrative)**

The duties of a Graduate Assistant are primarily in support of administrative functions and include such general functions and typical duties as listed below.

### **Administrative Support**

- Copying course materials
- General office work: clerical, receptionist
- Correspondence

- Supervising reading room
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### **Technical/Support Services**

- Webmaster/assisting faculty with web pages
  - Network administration/end-user support
  - Equipment management
  - Monitoring instruction and service labs (computer, video, etc.)
  - Translation
  - Routine support for publications (record keeping, writing copy for university or department newsletters or non-research publications, correspondence, etc.)
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### **Advising**

- Providing curricular and academic advice to students
  - Providing support to advisors
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### **Outreach Duties**

Graduate Assistants (Administrative) are covered by a collective bargaining agreement with the Graduate Employees Organization (GEO).

Grad assistants (all types) are eligible for a tuition waiver if appointed between 25 and 67 percent and appointed for three-quarters of the term. Student must be registered in the Graduate College for the semester(s) of the appointment. Payment is made on the 16th of every month or the prior business day should the 16th fall on a weekend or holiday.

### **Grad Fellows (GB)**

An award that provides a living allowance of at least \$3,000 per semester and requires no services in return. The student will pursue a full program of study while on appointment. Predoctoral fellowships [humanresources.illinois.edu](http://humanresources.illinois.edu)

are coordinated through the Fellowship Office in the Graduate College. During the fall and/or spring semester fellows are required to register for at least 12 hours during the semester of the appointment. A student with a twelve-month fellowship appointment is also required to register for at least 4 hours in an eight-week course during the summer. An audited course does not count toward the registration requirement for fellows. Fellows are prohibited from holding two major awards concurrently (fellowship, traineeship, grant, tuition payment award, or comparable support from any government agency, state, federal or foreign, or from any foundation, corporation, or similar organization).

Any award offer should be reported immediately to the [Graduate College Fellowship Office](#), where the determination will be made whether the two awards may be held concurrently. Unless otherwise restricted by campus policy or the granting agency or unit, fellows may, at the discretion of their department and the Graduate College, carry an assistantship or graduate hourly appointment of up to 50 percent time.

Any offer should be reported to the [Graduate College Fellowship Office](#), where the determination will be made whether the appointment can be held concurrently with the fellowship. Students with fellowship or traineeship appointments must notify the Graduate College Fellowship Office in advance of thesis deposit as it may result in a change in the terms of the fellowship award, including termination. Payment is made on the 16th of every month or the prior business day should the 16th fall on a weekend or holiday.

### **Grad Hourly (HG)**

Graduate students appointed on an hourly basis for temporary special projects. These positions require a minimum of a bachelor's degree. The student must be registered in the Graduate College for the semesters of the appointment. These appointments do not provide a tuition waiver. Payment is made on a bi-weekly basis (Wednesdays).

### **Academic Hourly (HA)**

Academic Hourly positions offer opportunities to work in non-Civil Service jobs on a temporary basis. These positions require a minimum of a bachelor's degree, along with professional qualifications and expertise. Payment is made on a bi-weekly basis (Wednesdays).

## **Unpaid (UA)**

An appointment that indicates a relationship with the university but that has no service requirement. In most cases, these appointments are provided to people outside of the university to reflect an affiliation with the university. These positions require a minimum of a bachelor's degree.

## **Civil Service (C\* Or D\*)**

The State Universities Civil Service System governs Civil Service (CS) employees. These employees support many activities at the University of Illinois. They hold jobs in administrative, administrative support, crafts & trades, education & student services, research, service operations, technical and off-campus areas.

## **Extra Help(EH)**

Extra Help positions are temporary Civil Service positions. These positions may last from one day to no more than 900 hours in any consecutive 12-month period. Payment is made on a bi-weekly basis (Wednesdays). Questions related to this employee group should be directed to the Extra Help Services office at (217) 333-4752.

## **Retirees (TR)**

Employees who have retired from the university and have been rehired by the university. Can be rehired in an academic or civil service capacity, and can be paid or unpaid. Retirees rehired as faculty, other academic, academic professional, will be paid on the 16th of every month or the prior business day should the 16th fall on a weekend or holiday. Retirees hired as Civil Service, Extra Help, or Academic Hourly will be on a bi-weekly basis (Wednesdays).

## **Undergrad Student Hourly (SA)**

Appointments held by a student working toward completing an undergraduate (bachelor's) degree. An international student must be enrolled for at least 12 credit hours per term (6 hours for non-internationals) at the University of Illinois. FWS Student Employment—requires enrollments in 12 credit hours and an award of Federal Work Study on the UIUC campus. Payment is made on a bi-

weekly basis (Wednesdays). More information about student employment can be found at the [Office of Student Financial Aid](#).

**The \* as the second character of the eclass for academic employee groups is determined based on service basis of the employee/job and benefits eligibility. The \* as the second character of the eclass for civil service employee is based on number of hours per pay period, exempt or non-exempt status, and benefits eligibility, and if the position is a part of a feeder system. For assistance with the civil service eclass structure, please contact the Illinois Human Resources office at (217) 333-2136.**



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