

SUCSS Procedure Manual excerpt Sec. 4:

4. In accordance with §36e of the Act, all positions are designated civil service, except for the following positions specified in §36e(4) of the Act:
- A. All faculty positions as determined by each university's own internal processes.
 - B. Teaching positions include those whose primary function is to instruct or counsel students of the institution or its Laboratory Schools, most specifically related to the normal academic curricula.
 - i. Positions with the primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge, whether in the classroom, field, clinical, online or other similar forms of teaching. These teachers include regular academic teachers; teachers of kindergarten or nursery school pupils; teachers of gifted or disabled children; teachers of skilled and semi-skilled trades and occupations; teachers engaged in automobile driving instruction; aircraft flight instructors; home economics teachers; and vocal and instrumental music instructors; and athletic coaches or trainers. This excludes positions for which the primary duty is the teaching or training of other employees of the university or agency.
 - ii. Exemption pursuant to this subsection does not require that the position be a tenured or tenure-track position. These positions have traditionally been referred to as adjunct or extension, professor, teacher or instructor.
 - iii. Academic advising when that position is granted formal authority by an academic unit (university, college, school, or department) to approve the student's academic program of study and assist the student in progressing toward the appropriate degree.
 - iv. Positions for which the primary duty is recruiting students.
 - v. Residence hall directors.
 - vi. Deans, assistant deans, associate deans or other positions with primary administrative or supervisory responsibility for faculty exempt positions within a single department or program shall be exempt as teaching or extension faculty, respectively.
 - C. Research positions primarily engaged in research activities, normally under the direct oversight of an academic department or college and are frequently funded by outside sources. Research in this context is not necessarily limited to the laboratory work typical of the physical sciences, but may also include field historical research, linguistic studies, archaeology, etc. Academic rank is not a prerequisite to inclusion of a particular position in this category. Likewise, those positions with primary administrative or supervisory responsibility for a group of employees falling within this category are considered exempt in accordance with this standard.
 - D. Extension faculty positions as determined by each university's own internal processes include instructional positions created to provide both credit and non-credit instructional programs offered by the institution, which typically do not lead to a degree.
 - i. The non-credit component includes instructional programs, including but not limited to Early Childhood Education, Adult Education, Continuing Education, and English as a second language.
 - ii. Positions within this exemption category may be employed solely for the duration of the specific course(s) being offered, based on professional experience in a particular profession or industry, or may be subject-matter experts who are employed as regular academic staff members at another educational institution.
 - iii. A position with primary administrative or supervisory responsibility for a group of exempt extension faculty positions within a single department or program shall be exempt as extension faculty.

§36e(4) Examples – Teaching and Research Appointments

Teaching / Instruction

Examples of Academic Professional teaching duties:

- Direct contribution to the course content and pedagogical methods of formal academic classes (i.e., leading to a degree)
- Clinical/practical instruction in the methods, norms, and professional standards of a field of study, commonly practitioners in a field overseeing students training in that field. Such as:
 - Theater students studying set design, costuming, etc. in theatrical productions
 - Journalism students working alongside professional reporters
 - Law students assisting clients in a clinic
 - Business students providing consultant services to companies
- Academic advising: Approving students' courses of study; counselling students; providing guidance in students' educational choices, as well as career paths following their time as a student
- Design/development of educational experiences and programs incorporated into an individual student's course of study (e.g., study abroad programs)
- Educating students outside of, or complementary to, formal academic curriculum, such as:
 - Cultural and diversity programming
 - Health or nutrition education
 - Residential life programs (i.e., by residence hall directors)
- Educating the public in credit and non-credit instructional programs, such as:
 - Horticulture programs disseminating cultivation/gardening techniques
 - Museum exhibits
 - Consumer education workshops
 - Training sessions certifying prospective foster parents
 - Professional development programs for elementary/secondary education teachers

Research

Examples of Academic Professional research duties:

- Conducting research: Identifying lines of inquiry, performing experiments, carrying out research protocols, gathering data, interpreting/analyzing data. Research processes such as:
 - Analysis of empirical data or existing research literature, including statistical meta-analysis
 - Investigations of literature, culture, and history, such as in humanities disciplines and the arts
 - Data collection in natural or laboratory settings, such as field studies; surveys; physiological or physical testing; testing or imaging of specimens, samples, and organisms
 - Development of theory and models, conceptual and/or computational
- Authoring or contributing to research reports/articles or other research products; peer review of others' research results and manuscripts
- Enforcing consistent methodology among members of the research team (e.g., training graduate assistants who actually collect the data)
- Engaging as a technical expert in research compliance or protocol review with input on research methods and practices

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