

Definitions

- Authority** Approved by the President.
- Applicability** Applies to faculty, staff, students and others who have relationships with the University. For policies that apply to employees covered by a collective bargaining agreement, refer to the agreements at <http://elr.stanford.edu/union/index.html>.
- Summary** This Guide Memo defines various types of academic and non-academic employees, and other groups who have a specified relationship with the University.

Section headings are:

1. PROFESSORIATE
2. ACADEMIC APPOINTMENTS IN SPECIFIED POLICY CENTERS AND INSTITUTES
3. ACADEMIC STAFF
4. OTHER TEACHING TITLES
5. POSTDOCTORAL FELLOWS AND POSTDOCTORAL RESEARCH AFFILIATES
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10. TEMPORARY EMPLOYEES
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12. EXEMPT EMPLOYEES
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14. SALARY BASIS OF COMPENSATION
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18. TERM (DURATION OF APPOINTMENT)
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1. PROFESSORIATE

The Professoriate consists of the tenure line professoriate, the non-tenure line professoriate, and the Medical Center Line. Appointments to the Professoriate require approval by the department chair, school dean, Provost, Advisory Board of the Academic Council, and the President of the University.

- a. **Tenure Line Professoriate** – Professor, Associate Professor, Assistant Professor. Members of the Tenure Line Professoriate are members of the Academic Council. Professors are normally appointed with tenure; i.e., without limit of time. Associate Professors may be appointed either for a term of years or with tenure. Assistant Professors are appointed for a term of years. Individuals appointed to the rank of Assistant Professor with a “Subject to Ph.D.” contingency are not members of the Academic Council until official confirmation of completion of Ph.D. requirements is received.
- b. **Non-tenure Line Professoriate** – Professor or Associate Professor followed by the parenthetical designation (Clinical), (Performance), (Research), or (Teaching); Assistant Professor (Research); and Professor (Applied Research). The “Performance” designation is used in the fine arts, “Clinical” in the Medical School, and “Applied Research” at the SLAC National Accelerator Laboratory (SLAC). Members of the non-tenure line professoriate are members of the Academic Council.

- c. **Medical Center Line** – Professor, Associate Professor, or Assistant Professor of “Subject” at “a specified Medical Center,” such as the Stanford University Medical Center or the Lucile Packard Children’s Hospital at Stanford. Faculty in the Medical Center Line are voting members of the Faculty Council of the Medical School but are not members of the Academic Council. They are eligible to vote on departmental and school matters according to departmental and school policies, and to serve on faculty committees, except for those specifically reserved for Academic Council members.

2. ACADEMIC APPOINTMENTS IN SPECIFIED POLICY CENTERS AND INSTITUTES

- a. **Senior Fellow** – Senior Fellows at specified policy centers and institutes are members of the Academic Council. Their appointments are for a specific period of time or for a continuing term (subject to programmatic need and/or funding) and are not in the tenure line. (Note: Senior Fellows at the Hoover Institution are not members of the Academic Council. Their appointments require different procedures.)
- b. **Center Fellow** – Center Fellows are not members of the Academic Council. Appointments are for a specific period, renewable, and contingent on programmatic need and/or funding.

3. ACADEMIC STAFF

Nonprofessorial academic staff is comprised of the teaching staff (Lecturers, Senior Lecturers, and Artists-in-Residence), research staff (Research Associates, Senior Research Scientists, Senior Research Engineers, Senior Research Scholars) and Professional Librarians (Assistant Librarian, Associate Librarian, Librarian, and Senior Librarian). These appointments are made for a specific period of time, for a continuing term (subject to satisfactory performance, programmatic need, or financial support), or for the duration of an administrative appointment or project. Procedures for Academic Staff-Teaching appointments are established by the Provost’s Office. Procedures for Academic Staff – Research are established by the Office of the Dean of Research. Academic staff are not members of the Academic Council.

4. OTHER TEACHING TITLES

Appointments to the following positions require approval of the department chair and school dean. These appointments may be for a specific period of time or for a continuing term (subject to programmatic need and/or funding), with or without salary, and for various percentages of time. Other Teaching Title appointees are not members of the Academic Council. Individuals in any of the following categories who teach academic courses for credit and who receive compensation from Stanford must be Stanford employees, paid through normal payroll procedures.

- a. **Acting Professor, Acting Associate Professor, Acting Assistant Professor, Acting Instructor** – See <http://www.stanford.edu/dept/provost/faculty/policies/handbook/ch9.html#acting>
- b. **Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Visiting Instructor, Visiting Lecturer** – See <http://www.stanford.edu/dept/provost/faculty/policies/handbook/ch9.html#visiting>
- c. **Consulting Professor, Consulting Associate Professor, Consulting Assistant Professor, Consulting Instructor** – See <http://www.stanford.edu/dept/provost/faculty/policies/handbook/ch9.html#consulting>
- d. **Adjunct Clinical Professor, Adjunct Clinical Associate Professor, Adjunct Clinical Assistant Professor, Adjunct Clinical Instructor** – See <http://www.stanford.edu/dept/provost/faculty/policies/handbook/ch9.html#voluntary> and <http://med.stanford.edu/academicaffairs/handbook/chapt6.html>

- e. **(By Courtesy) Appointments** – See <http://www.stanford.edu/dept/provost/faculty/policies/handbook/ch9.html#bycourtesy>
 - f. **Teaching Specialist** – See <http://www.stanford.edu/dept/provost/faculty/policies/handbook/ch9.html#teaching>
5. **POSTDOCTORAL FELLOWS AND POSTDOCTORAL RESEARCH AFFILIATES** – Appointees to these postdoctoral training titles are considered to be advanced students. They register as non-matriculated students. If they are employed by the University at least 10 percent time, they receive tuition remission.
 6. **VISITING SCHOLARS** – Guests of the University who are pursuing individual research or other scholarly activities. Visiting scholars must hold a doctoral degree (or be a recognized expert in his or her field) and be from an outside institution or organization. “Visiting scholars” do not receive compensation or benefits provided for students, faculty, or staff. They are sponsored by schools or academic departments and have certain courtesy privileges.
 7. **STAFF EMPLOYEES** – Individuals on the University payroll who are not Stanford students, faculty, academic staff, other teaching staff or postdoctoral research affiliates. “Staff employees” are subject to appointment procedures and terms set forth in Memos of the Administrative Guide or applicable collective bargaining agreements. Clinician/Educators and Instructors are staff employees subject to the terms set in the Administrative Guide memos except that procedures for appointments, pay and grievance review are established by the Dean of the School of Medicine. For more information about Clinician/Educators and Instructors, see <http://med.stanford.edu/academicaffairs/CEs/>, <http://med.stanford.edu/academicaffairs/handbook/chapt8.html>, and <http://med.stanford.edu/academicaffairs/handbook/chapt5.html>.
 8. **REGULAR EMPLOYEES** – Employees have “regular” status when appointed at 50% FTE or more for at least six consecutive months, or as described in the applicable collective bargaining agreement. Regular status is a requirement for most health and welfare benefit plans and programs. In the Administrative Guide, “benefits-eligible” refers to regular employees who are eligible for University sponsored health and welfare benefits.
 9. **CASUAL EMPLOYEES** – Employees on the University payroll appointed less than 50% FTE and work no more than 980 hours during the calendar year for all job assignments. [*Note:* Departments may elect a discretionary limit of less than 980 hours based on their business need.] Once a casual employee reaches the 980-hour limit, the position should be posted and filled as a regular, benefits-eligible employee on the University payroll for any further work in the same calendar year. An individual should not be hired or rehired into a casual position if it can reasonably be anticipated that the assignment will result in the employee working 980 hours or more in a calendar year as a casual (or temporary) employee.
 10. **TEMPORARY EMPLOYEES** – Employees on the University payroll appointed at 50% FTE or more for no longer than six consecutive months and work no more than 980 hours during the six-month period for all job assignments. [*Note:* Departments may elect a discretionary limit of less than 980 hours based on their business need.] Once a temporary employee reaches the 980-hour limit, the position should be posted and filled as a regular, benefits-eligible employee on the University payroll for any further work in the same calendar year. An individual should not be hired or rehired into a temporary position if it can reasonably be anticipated that the assignment will result in the employee working 980 hours or more in a calendar year as a temporary (or casual) employee.

Important Notes on CASUAL and TEMPORARY Employees:

- a. If duties are technical, maintenance, or service, employees may be appointed at 50% FTE or more for no longer than four consecutive months.
 - b. Temporary and casual employees are not regular employees.
 - c. An individual may be hired in a regular benefits-eligible position at any time after reaching the 980-hour maximum, as long as he/she meets all employment requirements. Administrative [Guide Memo 22.1](#), Recruiting and Hiring of Regular Staff, outlines information about employment preference provided to temporary or casual staff.
11. **STANFORD STUDENT EMPLOYEES** – Employees who are registered Stanford students have “student” status excepting those whose employment is totally independent of and unrelated to their Stanford student role. Stanford students who are not currently registered are considered casual or temporary employees.
 12. **EXEMPT EMPLOYEES** – All University employees, including students, faculty, and staff are subject to federal and state requirements regarding minimum wages, payment for overtime work, and related record keeping. However, employees may be exempt from the overtime pay and record-keeping requirements when they occupy bona fide professional, managerial, or executive positions. At Stanford, “exempt” positions normally are executive officers, faculty, academic staff, other teaching staff, and certain professional, administrative, and executive staff. The Vice President of Human Resources, in accordance with provisions of the Fair Labor Standards Act and regulations of the U.S. Department of Labor determines exempt status.
 13. **NON-EXEMPT EMPLOYEES** – These are the employees who are not “exempt” under federal and state overtime regulations. They must receive compensation for overtime work.
 14. **SALARY BASIS OF COMPENSATION** – A “salary,” as distinguished from an “hourly wage” is compensation established by the month (e.g. \$1,000 per month) with the amount remaining the same each month without regard to the variations from month to month in the normal number of working hours. (E.g., in 2010 a salaried full-time employee received the same salary for January with 184 working hours and for February with 160 working hours.)
 15. **HOURLY BASIS OF COMPENSATION** – Compensation established on an hourly basis, so that pay varies with the actual number of hours worked (or on paid leave) in each pay period.
 16. **PAY PERIOD** – Each month has two pay periods: The first day of the month through the 15th and the 16th through the last day of the month. Paychecks are issued on the workday that falls on or immediately prior to the seventh calendar day after the end of each pay period.
 17. **STAFF BENEFITS** – Plans and programs made available by the University for the benefit of faculty and staff. Included are legally required programs such as Social Security and short-term disability insurance, as well as University programs such as health plans, personal and life insurance, disability income plans, education and training plans, retirement income plans, and recreation facilities.
 18. **TERM (DURATION OF APPOINTMENT)** – All faculty and staff have one of the following appointment terms:
 - a. **Continuing** – without a specified duration or time limit.
 - b. **Fixed-term** – employees who meet the definition of regular staff employees and appointed for a fixed duration with a specified ending date. Fixed-term employees are subject to University policies applicable to regular staff except as those policies may be modified by the specific terms of their fixed-term offer letters or other written employment contracts or agreements.

19. **BASE PAY** – is the hourly rate or monthly salary paid for a job performed. It does not include any premium pay, e.g., overtime, shift differentials, supplemental pay, or any pay element other than the base rate.
20. **REGULAR PAY** – is the hourly rate or monthly salary paid for a job performed, including any premium pay, e.g., shift differentials, supplemental pay, or any pay element other than the base rate.