Guide to Faculty Appointment Types at Georgia State University[i]— Office of Faculty Affairs

Group	Part-Time			Full-Time								
Benefits Eligibility and Timebase	**Non-Benefits Eligible** (.49 FTE or less, and temporary faculty)		**Partial Benefits Eligible** (.50 FTE to .74 FTE)	**Full Benefits Eligible** (.75 FTE and greater)								
Promotion Eligibility	Non-Promotion Eligible						Promotion-Eligible					
Tenure Eligibility	Non-Tenure Track											Tenured/ Tenure-Track
Rank/Position and Employment Status **Employment Status Key:** Temporary Employment Continuous Employment or Limited-Term Employment (no competitive search needed; 2-year maximum)	Part-Time Instructor	Adjunct Faculty	A position/rank on the right, at .5-.74 FTE[ii]	Expert-in-Residence	Professor of Practice	Instructor at Downtown Campus[iii] - only limited-term employment for new hires	Principal Lecturer Senior Lecturer Lecturer	Principal Academic Professional Senior Academic Professional Academic Professional Academic Professional Associate	Research Professor Research Associate Professor Research Assistant Professor	Clinical Professor Clinical Associate Professor Clinical Assistant Professor Clinical Instructor	Librarian Professor Librarian Associate Professor Librarian Assistant Professor Librarian Instructor	Professor Associate Professor Assistant Professor Instructor in Perimeter College[iii]
Is a terminal degree normally required?	No	If ASTP, ASOP, or PROF equivalent, yes	If ASTP, ASOP, or PROF equivalent, yes	No	No	No	No	Yes	Yes	Yes, except for Clinical Instructor	Yes, except for Librarian Instructor	Yes, except for Instructor
Teaching/Instructional Duties in Workload Assignment	Primary	Permissible (outlined in MOU, offer, or agreement)		Permissible	Permissible		Primary	Must be 49% or less of workload	Permissible	Primary	Primary	Required
Research Duties in Workload Assignment	Not required	Permissible (outlined in MOU, offer, or agreement)		Permissible	Permissible		Not required	Permissible	Primary	Permissible	Law: permissible Univ.: Required	Required
Service Duties in Workload Assignment	Permissible	Permissible (outlined in MOU, offer, or agreement)		Permissible	Permissible		Permissible	Primary	Permissible	Permissible	Required (eff. 7/1/2018)	Required
Purpose	Part-time instructional appointment	GSU non-faculty employee is teaching or non-GSU employee is teaching or merits faculty rank[iv]	Address department or faculty need	Subject matter expert	Practical application of field of study	Immediate, temporary classroom needs	Teaching	Program Admin or Service	Research	Clinical setting teaching	Teaching (i.e. Library admin)	Teaching, Research, & Service

Terminology for appointments in 2 or more places:

a) Two or more departments make a budgetary commitment = **joint** appointment. In hiring situations, follow both the Faculty Hiring Policy and the Joint Appointment Memorandum.

b) Faculty member has 1.0 FTE appointment in the home department and is only seeking a named or affiliated appointment in another academic unit(s) at GSU = **courtesy** appointment. Recorded in a college memo sent to OFA.

c) Employee holds concurrent, paid appointments at two or more USG institutions = **dual** appointment. See governing documents at Dual Appointment forms and procedures.

[i] This is not a policy, but rather a guide synthesizing information from policies and procedural documents to clarify which type(s) of appointment may be appropriate in a particular situation based on departmental need, faculty credentials, and the timeframe for making the appointment. Please consult the governing documents for more detailed information. In the event of a conflict between this guide and a policy or procedural document, the policy or procedural document takes precedence.

[ii] If the timebase is less than .50 FTE, the position is non-benefits eligible.

[iii] The maximum time that may be served in a combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be 10 years.

[iv] If no teaching responsibilities or no faculty rank is involved, use affiliate appointment instead, which is handled by HR.

Guide to Faculty Appointment Terminology[1]

Appointment type or terminology	HR Job Code	Description	Time base and Benefits eligibility	Promotion and tenure eligibility
1. Tenured/tenure-track faculty	INSTR-203X04 (PC only) ASTP-202X03 ASOP-201X01 PROF-200X01	See GSU Promotion and Tenure manual for Tenured and Tenure-track faculty.	Continuous, full time, and full benefits eligible. Faculty receive an annual BOR contract.	Eligible for promotion and tenure
2. Lecturer	LECT-204X05 SR LECT-204U01 PRIN LECT-204U02	See GSU Promotion Manual for Non-Tenure-Track faculty, Appendix A	Continuous, full time, and full benefits eligible. Faculty receive an annual BOR contract	Eligible for promotion only.
3. Clinical faculty	CINSTR-203F01 CASTP-202F01 CASOP-201F01 CPROF-200F01			
4. Research faculty	RASTP-202T03 RASOP-201T02 RPROF-200T01			
5. Academic professional	AP-213XAA SR AP-400UAA PRIN AP-400XAB			
6. Librarian	LINSTR-210XAP LASTP-210XAE LASOP-210XAG LPROF-201XAT			
7. Professor of Practice	PoP-213XAC	See GSU Promotion Manual for Non-Tenure-Track faculty, Appendix B. Additional information can be found in the Professor of Practice Appointment Procedures.	Continuous. Typical appointment is full time, and full benefits eligible. Faculty receive an annual BOR contract.	Not eligible for promotion or tenure
8. Expert-in-Residence	EiR-213XAD	See GSU Promotion Manual for Non-Tenure-Track faculty, Appendix B. The Expert-in-Residence title may be tailored for the specific position by substituting the word "expert" by "artist," "executive," "entrepreneur," or other such word to reflect the exact nature of the work. This internal title should be reflected in the letter of offer approved by the Provost. Note, the HR title will remain "Expert in Residence" and any changes will be simply for working purposes. Additional information can be found in the Expert-in-Residence Appointment Procedures.		
9. Limited term faculty	LTF-922XAA	Any of the appointment types #1-8 above or the title "instructor" may be used for faculty that are hired for a fixed period (1 semester – 2 years). The faculty member's title will have "limited term" preceding their rank/appointment type. For working purposes only, "limited term" may be substituted by "visiting" in the faculty member's title.	Appointment is non-continuing and cannot exceed 2 years. Faculty receive a letter of appointment.	

10. Part-time Instructor	PTI Reg-203R01	An instructional faculty member hired for 0.49 FTE or less. This includes retiree rehires (which have separate job codes, not listed here).	Appointment is non-continuing and does not include benefits. Faculty receive a letter of appointment.	Not eligible for promotion or tenure
11. Adjunct appointment	Adj INSTR-203B01 Adj LECT-204B01 Adj ASTP-202B01 Adj ASOP-201B01 Adj PROF-200B01	The appointment of either (i) An individual external to GSU and not being paid by GSU who requires GSU faculty status to teach a class and/or engage in other academic activities; or (ii) A GSU staff employee who is teaching a class.	Appointment is non-continuing and does not include benefits.	
12. Affiliate appointment	Affiliate-995X01	The appointment of a person external to GSU whose engagement with an academic unit does not involve activities (e.g. teaching) that require a faculty rank.	Appointment is non-continuing. The affiliate does not receive GSU salary or benefits.	
13. Courtesy appointment	N/A	The honorary appointment of a GSU faculty member in one academic unit to another.	No change from primary appointment.	No change from primary appointment.
14. Joint appointment	N/A	An appointment in which a faculty member's workload is split across two or more academic units each of which, typically, makes a budgetary commitment to the position.	Continuous, full time, and full benefits eligible.	Defined in the Joint Appointment Memorandum.
15. Dual appointment	N/A	A faculty member has concurrent appointments at more than one USG institutions. Additional information can be found in the Dual Appointment Section of the OFA web page.	Depends on the total work effort and paid by the home institution.	Defined in the Dual Appointment Agreement

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