

Category Status Definition **September 10, 2012**

Definition:

Category Status Cd contains a code which represents the category of the appointment of an individual - faculty, exempt, nonexempt, and student. Category Status also defines further breakdowns within these categories. Within the faculty category there are tenured, tenure-track, not-on-track term, not-on-track continuing faculty, and contractual faculty categories. Within non-exempt and exempt are regular, contingent 1 and contingent 2 categories. (See Supplementary data for a complete description of categories).

In the Academic Resource System, only the following Category Status codes are used: 01 (Faculty Tenured), 02 (Faculty Non-tenured on Track), 03 (Faculty Non-tenured, Term Contract), 15 (Faculty Non-tenured, Continuing), 36 (Faculty Hourly) and 37 (Faculty Non-Regular, Non-Tenured).

Category Status Code is also used in the University Human Resources Employment Offices Applicant Flow system. Only Regular non-exempt (20) and Contingent II Nonexempt (22) are used in this system.

Supplementary Definition:

ARS/HRS Category Status Code Definitions:

Faculty Tenured (01)

Faculty positions are academic positions that involve teaching, research, scholarship, artistic creativity or academic administration. "Faculty Tenured" is an employment category assigned to faculty who have been granted tenure with their initial appointment or through a tenure review process after serving up to six years in a tenure-track appointment. Initial appointments to the position of full professor carry automatic tenure. Tenure-bearing ranks are Associate Professor, Professor, and Distinguished University Professor. Tenure guarantees a faculty member continued employment until s/he resigns or retires, is terminated for just cause, is dismissed due to programmatic discontinuation, is deemed to have abandoned her/his position, or dies. Initial appointments to the title of Associate Professor can be tenured or tenure-track. There are some Assistant Professors who have been grandfathered with tenure.

Faculty Non-tenured on Track (02)

Faculty positions are academic positions that involve teaching, research, scholarship, artistic creativity or academic administration. "Faculty Non-tenured on Track" is an employment category assigned to faculty who are hired on a tenure-track with the intention of moving to a tenured position. New tenure-track faculty can be hired at the rank of assistant professor or associate professor. For initial tenure-track hires at the rank of assistant professor, faculty are

appointed for an initial three-year term and then re-appointed for a second three year term. Tenure-track positions at this rank cannot exceed a term of six years. The faculty member must be formally reviewed for promotion to a tenured position no later than the sixth year. If tenure is not granted after review in the sixth year, the faculty member is given a one-year non-tenured faculty position (category 03). This is known as the "terminal" year.

For initial tenure-track hires at the rank of associate professor, faculty are appointed for a term not to exceed three years. The faculty member must be formally reviewed for a tenured position, no later than the second year. If tenure is not granted after review in the second year, the faculty member is given a one-year non-tenured faculty position (category 03). This is known as the "terminal" year.

Faculty Non-tenured, Term Contract (03)

Faculty positions are academic positions that involve teaching, research, scholarship, artistic creativity or academic administration. "Faculty Non-tenured, Term Contract" is a "regular" employment category assigned to faculty who have a renewable appointment, which does not carry tenure. Appointees to this category will be eligible for full benefits and must be salaried. The appointee must be paid on an account with a subcode in the 1000 series; such account can be state, self-support, or contract & grant. His/her appointment must be renewed at each expiration.

Appointees to this category generally includes: Faculty Research Assistants, Research Associates, Lecturers, grandfathered Instructors, visiting faculty, research professors, adjunct faculty, research scientists, research engineers, research scholars, and artists-in-residence. (Note: For University of Maryland, College Park, Category 03 only includes Lecturer titles). If it is intended to hire a faculty member on the tenure track but s/he does not have degree transcript documentation, s/he may be hired into this Non-tenured, Term Contract category until the degree documentation is received. If tenure is not granted to a tenure-track faculty member, s/he is given a one-year terminal non-tenured faculty position in this category.

Graduate Assistant (04)

"Graduate Assistant" is an employment category, not involving tenure, which can only be held by graduate students enrolled in a degree program. There are three categories of graduate assistant: teaching assistant (TA), research assistant (RA), and administrative assistant (AA). Graduate assistants may hold 9.5 (generally used for graduate teaching assistants) or 12 month (generally used for administrative or research assistants) appointments. A graduate assistant is considered "full time" if working 20 hours per week and "half-time" if working 10 hours per week. However, in the payroll, budget and Human Resource System their FTEs are coded 33% and 17% respectively. Graduate Assistants are not processed through the Academic Resource System. Graduate Assistants are entitled to hospitalization and tuition remission benefits.

Faculty Non-tenured, Continuing (15)

Faculty positions are academic positions that involve teaching, research, scholarship, artistic creativity, or academic administration. "Faculty Non-tenured, Continuing" is an employment

category assigned to faculty who have been appointed to a continuing appointment which does not carry tenure. Appointees to this category may be eligible for benefits as defined in the contract, and must be salaried. The appointee must be on a line item in the state budget and his/her appointment does not need to be renewed each year, but may be if so stipulated in the employment agreement. This category is typically used for lecturers, grand-parented instructors with job security, officers and deans without faculty rank, professional librarians, and university coaches. Continuing appointments supported on research or self-support funds must be renewed each year.

Non-Exempt, Regular (20)

Non-Exempt positions are non-academic positions that generally involve maintenance, office/clerical, service, or technical/skilled duties. "Non-Exempt, Regular" is an employment category assigned to non-exempt employees who have been hired into regular positions. A non-exempt employee is eligible for premium overtime for time in a paid status (i.e., hours worked plus paid leave taken) that exceeds 40 hours in the university's standard workweek. Prior to July 1, 1996, these employees were grouped with the classified employees.

Non-Exempt, Contingent Category 2 (22)

Non-Exempt positions are non-academic positions that generally involve maintenance, office/clerical, service, or technical/skilled trades duties, and are categorized as non-exempt under the FLSA. "Non-exempt, Contingent Category 2" is a non-regular employment category assigned to non-exempt employees who are hired on a written agreement which is for at least six months, but not more than 12 consecutive months, and are on a 50%-time or greater basis, and whose work is not of a seasonal or intermittent nature. Non-exempt, Contingent 2 employees are eligible for premium overtime for time in a paid status (i.e., hours worked plus paid leave taken) that exceeds 40 hours in the university's standard workweek. Non-exempt, Contingent 2 employees are salaried, and they are guaranteed a minimum level of leave benefits provided for in policy.

Faculty Contractual (25)

Faculty positions are academic positions that involve teaching, research, scholarship, artistic creativity or academic administration. "Faculty Contractual" is an employment category assigned to personnel who were hired into a faculty title on a legal contract. A contractual employee is an employee with the University of Maryland who is hired under a specific agreement at a specified title, for a specified period of time not to exceed one year, are salaried and are eligible for negotiated benefit subsidies and leave as specified in the contract. Faculty Contracts must be approved by Academic Affairs, but their records do not appear in the automated Academic Resource System. These contracts may be renewed on a continuing basis. Titles typically used in this category include Faculty Research Assistant, Faculty Extension Assistant, and Research Associate.

Non-Exempt, Contingent Category 1 (31)

Non-Exempt positions are non-academic positions that generally involve maintenance, office/clerical, service, or technical/skilled trades duties. "Non-exempt, Contingent Category 1" is a non-regular employment category assigned to non-exempt employees whose Contingent I Employment Agreement is for a term of six months or less, regardless of the percentage of time worked, and regardless of whether it is seasonal or intermittent in nature (formerly "if and when needed" or "temporary" for all formerly "classified" employees - same code 31). Non-exempt, Contingent 1 employees are eligible for premium overtime for time worked that exceeds 40 hours in the university's standard workweek. Non-exempt, Contingent 1 employees are paid on an hourly basis.

Exempt, Regular (33) [Effective 1/2/2000]

Exempt positions are administrative positions involving professional-level duties that are executive, administrative, and/or managerial in nature, and as such are categorized as "Exempt" under the FLSA. "Exempt, Regular" is an employment category assigned to exempt employees who have been hired into regular positions. Exempt, Regular employees are ineligible to earn overtime. This category includes positions formerly in the categories Associate Staff, Classified-Exempt, and Academic Administrator prior to the implementation of the Exempt Pay Program on 1/2/2000.

Exempt, Contingent Category 1 (34) [Effective 1/2/2000]

Exempt positions are administrative positions involving professional-level duties that are executive, administrative, and/or managerial in nature, and as such are categorized as "Exempt" under the FLSA. "Exempt, Contingent Category 1" is a non-regular employment category assigned to exempt employees whose Contingent 1 Employment Agreement is for a term of six months or less, regardless of the percentage of time worked, and regardless of whether it is seasonal or intermittent in nature. Contingent 1 employees are paid on an hourly or salaried basis. However, if paid hourly, Exempt, Contingent 1 employees must receive premium overtime for time worked that exceeds 40 hours in the university's standard workweek.

Exempt, Contingent Category 2 (35) [Effective 1/2/2000]

Exempt positions are administrative positions involving professional-level duties that are executive, administrative, and/or managerial in nature, and as such are categorized as "Exempt" under the FLSA. "Exempt, Contingent Category 2" is a non-regular employment category assigned to exempt employees who are hired on a written agreement which is for at least six months, but not more than 12 consecutive months, and who are on a 50% time or greater basis, and whose work is not of a seasonal or intermittent nature. Exempt, Contingent 2 employees are ineligible to earn overtime. Contingent 2 employees are typically salaried, and they are guaranteed a minimum level of leave benefits provided for in policy.

Faculty Hourly (36) [Effective 1/2/00]

Faculty positions are academic positions that involve teaching, research, scholarship, artistic creativity or academic administration. "Faculty Hourly" is an employment category assigned to

Faculty who are paid on an hourly basis. There are no stipulations regarding the length of their appointment, however, an annual appointment renewal is required. They are non-regular employees who are not eligible for any benefits, retirement, or paid leave. Most appointees in this category are Lecturers, Faculty Research Assistants, or Instructors with the Maryland Fire and Rescue Institute.

Faculty Non-Regular, Non-tenured (37) [Effective 1/2/00]

Faculty positions are academic positions that involve teaching, research, scholarship, artistic creativity or academic administration. "Faculty Non-Regular, Non-tenured" is an employment category assigned to Faculty who have a paid appointment of less than 6 months, or are non-paid. As such, they are non-regular employees who are not eligible for any benefits, retirement, or paid leave. Faculty Non-Regular, Non-tenured appointees are paid on a salary with an FTE appropriate to their level of work. Paid faculty working under this category will receive wages for Paid Holidays or Administrative Leave incurred during their contract term. Generally appointees to this category will be term-only Lecturers, Faculty Research Assistants, and some visiting faculty.