
POSITION DEFINITIONS

PURPOSE: To define position categories for Boise State University employees.

I. Faculty, Teaching, Student Residential Life, and Coaching Positions

Positions which have primarily teaching, coaching, or resident director responsibilities and are exempt from Fair Labor Standards Act requirements and meet state of Idaho Code requirements for an officer but are not subject to the salary minimum requirement set under Idaho Code.

A. Faculty Positions:

1. Official Faculty

Positions in academic or applied technology departments or the university library and have academic or vocational rank. Faculty in these positions in academic departments and the library are eligible for tenure. The primary duties of official faculty include teaching, research, creative or scholarly work, and service. Librarians with faculty status perform their primary duties in the library. Faculty in applied technology departments must meet State Division of Vocational Education certification requirements, be certified and those hired after July 1, 1995 are not eligible for tenure. Faculty in self-supporting programs in the applied technology departments must meet State Division certification requirements but are not required to obtain certification.

-Hiring document Employment Action Form (EAF) and receive contract

-Variables Length of appointment
 Rank
 Tenure

2. Administrative Faculty

Positions including the President and vice-presidents, executive heads of colleges/schools, divisions, support services, and the library; and all such permanent administrative officials in such positions so designated by the President are considered official faculty with rank. Their primary university duties are covered by the requirements of executive and/or administrative/managerial positions. Please refer below for hiring documents and variables.

3. Special Lecturer

Positions in which the individual is hired to teach regular catalog courses in degree or certificate programs for an academic year. Primary duty is teaching and individuals in these positions are not eligible for tenure and do not hold regular academic rank. Titles in this category may include, but are not limited to, special lecturer, visiting professor, visiting scholar, and visiting research professor.

-Hiring document Employment Action Form (EAF)

-Variables Contract

Length of appointment

Full or part time

Benefits

4. Adjunctive Faculty

Position in which the individual is hired to teach for less than a full academic year. The appointment is for teaching a specified course, training, or program and the compensation is for teaching the course or program and not for the time involved.

-Hiring document Letter of appointment

-Variables Length of appointment
Number of courses/programs taught

5. Research Faculty

A position within an academic or applied technology department or research unit for an individual who has primary duties in the area of research. A research faculty member contributes to the research mission of the university through the development of vigorous research programs involving projects that (1) are of specified duration and (2) operate under the terms of grants and contracts awarded to the university. Research faculty are not eligible for tenure, may or may not have instructional responsibilities, and may serve on a wide range of academic or governance committees subject to policies of the department or research unit, the college, and the university.

-Hiring document Employment Action Form (EAF)

-Variables Length of appointment
Title
Benefits

6. Clinical Faculty

Positions within academic or applied technology departments, which have primary duties in the area of clinical instruction.

-Hiring document Employment Action Form (EAF)

-Variables Length of appointment
Title
Benefits

7. Affiliate Faculty

Positions held by individuals who provide instruction without compensation in on-campus or off-campus settings such as medical centers, public schools, graduate committees, and outside government agencies for students registered in programs with classroom or laboratory experiences such as the health sciences, social work, and biology.

-Hiring document Letter from the appropriate dean to the Provost

-Variables Library privileges

B. Teaching/Coaching/Student Residential Life Positions:

1. Teachers

Positions in which the primary responsibility is teaching non-credit courses in specific university programs and/or departments. Assignment and duties will vary depending on the needs of the unit and may include teaching credit courses and other duties.

-Hiring document Employment Action Form (EAF)

-Variables Letter of appointment

- Hiring document Contract or hourly
Length of appointment
Full or part time
Benefits

2. Coaches

Positions in the Athletic Department, which have direct responsibility for coaching intercollegiate athletic teams as head or assistants.

- Hiring document Employment Action Form (EAF)

- Variables Contract or hourly
Length of contract
Full or part time
Benefits

3. Resident Directors

A position within Student Residential Life responsible for administering resident halls with a portion of their compensation being room and board.

- Hiring document Employment Action Form (EAF)
Contract

- Variables Length of appointment
Benefits

II. Professional Staff Positions

Positions, which meet the Fair Labor Standards Act requirements for exempt positions as executive, administrative/managerial, or professional positions and meet state of Idaho Code requirements for an officer, and are subject to the salary minimum requirement set under Idaho Code.

A. Executive Positions:

1. The position's primary duty must be management of the department, or a customarily recognized subdivision of the department; **AND**
2. The position must customarily and regularly direct the work of at least two or more other employees therein; **AND**
3. Must have the authority to hire or fire, **OR** recommend hiring and firing, **OR** whose recommendation on these and other actions affecting employees is given particular weight; **AND**
4. Must customarily and regularly exercise discretionary power; **AND**
5. Must devote no more than 20 percent of his/her hours worked to activities not directly and closely related to the managerial duties.

- Hiring document Employment Action Form (EAF)

- Variables Contract or hourly
Length of appointment
Rank
Benefits
Faculty status
Tenure

B. Administrative/Managerial Positions:

1. The duties must be either 1) responsible for office or non-manual work directly to the management policies or general business operations of the university, **OR** 2) responsible for work that is directly related to academic instruction, research, or training; **AND**
2. The position must customarily and regularly exercise discretion and independent judgment; **AND**
3. The position must 1) regularly assist an employee employed in a bona fide executive or administrative capacity, **OR** 2) perform work under only general supervision; **AND**
4. The position must not spend more than 20 percent of the time working on activities that are not directly and closely related to the performance of administrative duties.

-Hiring document Employment Action Form (EAF)

-Variables Contract or hourly
 Length of appointment
 Rank
 Faculty status
 Tenure
 Covered by FLSA

C. Professional Positions:

1. The primary duty must be either 1) work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study, **OR** 2) work that is original and creative in character in a recognized field of artistic endeavor and the result of which depends primarily on the employee's invention, imagination, or talent, **OR** 3) work as a teacher certified or recognized as such; **AND**
2. The position must consistently exercise discretion and judgment; **AND**
3. Must do work that is predominately intellectual and varied, as distinguished from routine or mechanical duties; **AND**
4. Must not spend more than 20 percent of the time worked on activities not essentially a part of and necessarily incident to the professional duties.

-Hiring document Employment Action Form (EAF)

-Variables Contract or hourly
 Length of appointment
 Rank
 Benefits
 Faculty status
 Tenure
 Covered by FLSA

D. Temporary Professional Positions:

1. must meet the above criteria, and
2. must meet the salary minimum established by Idaho Code.

-Hiring document Employment Action Form (EAF)

-Variables Contract or hourly
 Length of appointment
 Rank
 Benefits
 Faculty status
 Tenure

III. Classified Positions

A position will be considered a "classified" position if it has been delegated support staff functions. If the position neither entails teaching or faculty responsibilities nor meets the definition of professional staff, the position shall be considered a support staff function.

A. Permanent: Permanent classified positions must be established, recruited for and appointed in compliance with state merit system rules and regulations regardless of funding source.

-Hiring document Employment Action Form (EAF)

-Variables Contract or hourly
 Length of appointment
 Benefits

B. Temporary: A temporary position will be considered a "temporary classified" position if it has been delegated support staff functions. If the position neither entails teaching nor faculty responsibilities nor meets the definition of professional staff, the position shall be considered a support staff function. Temporary classified positions are compensated at the minimum salary of the pay grade which best describes the responsibilities of the position (determined by the Human Resources Department).

Temporary appointment means appointment to a position, which is not permanent in nature, and in which employment will not exceed one thousand three hundred eighty-five (1,385) hours during any twelve-month period. Temporary positions are filled without the use of Idaho Personnel Commission registers, but employees hired must meet the minimum qualifications for the position they are hired for.

-Hiring document Classified PP form prepared by HRD

-Variables Benefits
 Overtime accrual (FLSA)

IV. Temporary Agencies and Independent Contractors

A. Temporary Agencies: Idaho Personnel Commission Rule 051.02 states "Individuals employed through contracts with temporary services shall be hired only for short-term, emergency situations."

• Form used: Requisition

B. Independent Contractor (BSU 6480-C): Please see the above policy for requirements and restrictions involved in the employment of Independent Contractors.

• Form used: Service agreement

V. Student Employee Positions

A student employee shall be defined as anyone enrolled at Boise State University at least half time* (currently 6 credit hours for undergraduates and 5 credit hours for graduates). When school is in session a student employee may work for no more than 30 hours per week. When school is not in session and during summer a student may work more than 30 hours per week. (International students can only work 20 hours per week. Please see G below.) Students who are employed prior to enrollment (i.e. in the summer or in the interim between fall and spring semesters) must meet the "intent to enroll" criteria. For continuing students, intent to enroll means the student has registered for the next semester. For new or returning students, intent to enroll means the student has a current admission status for the next term. Student employees are not eligible for benefits.

The above weekly work hour requirements may be appealed by sending a letter of justification to Human Resource Services. A committee consisting of representatives from the Provost's Office, Affirmative Action, Career Center, Financial Aid and Human Resources will make a determination on the request.

**International students admitted to Boise State University on a F-1 or J-1 visa may be authorized for on-campus employment. Students must receive permission from the International Programs Office. Students who have permission to work will receive a form "International Student Authorization for Campus Employment" signed by the International Programs Office. Authorized students may work a maximum of twenty hours per week while school is in session (according to Immigration and Naturalization Service guidelines), and up to full time during breaks between semesters. International students must qualify for student employment according to the number of credit hours they are taking."

*Defined by BSU Registrar

- A. Work Study Student: Student employees receiving allotments designated as work study awards from which they may be paid for work performed. The source of these awards can be federal, state or university funds. Referrals for employment must be secured from the Career Center.
 - Hiring document Work Study Employment Action form
 - Variables Financial need based awards
Educational need base awards
- B. Graduate Assistant: Graduate students who provide classroom and/or research services under supervision of full time members of the faculty or the administration. Other duties of a non-teaching or non-research nature may be assigned by the department in which the assistant holds an appointment. The student is usually required to work 20 hours per week. The student may receive the assistantship package.
 - Hiring document Employment Action Form (EAF)
 - Variables Contract or hourly
- C. Undergraduate Student Research Assistant: Students who provide services and perform duties as directed by a faculty research investigator or administrative research investigator in charge of the project to which the student is assigned. Other duties may be assigned by the department in which the assistant holds an appointment.
 - Hiring document Employment Action Form (EAF)
 - Variables Contract or hourly
- D. Commission Based Student: Student employees who perform work and receive payment for the production of a specified product or service. Examples would be newspaper articles, photographs, etc.
 - Hiring document Employee Action Form for Students
Employment Action Form (EAF)
- E. Agreement for Services Student: Student employees performing teaching responsibilities and/or leadership/referral duties under the supervision of the faculty or administration. An agreement for services exists for payment by an established total dollar amount for the project.
 - Hiring document Employment Action Form (EAF)
Letter of appointment
Employee Action Form for Students
 - Variables Residing in Boise State residence hall
- F. Student Assistant: Any student employee meeting the general definition of a student not meeting the criteria for other types listed.
 - Hiring document Employment Action Form (EAF)

Employee Action Form for Students

- G. International Students: International students admitted to Boise State University through the International Admissions Office on an F-1 visa, and students admitted as part of the Exchange Visitor Program administered by the Affirmative Action Office (AAO) on a J-1 visa, may be authorized for on-campus employment. Students on an F-1 visa must receive employment authorization from the International Program Office (IPO), and students on a J-1 visa must receive permission from the Affirmative Action Office. Students who have permission to work will receive a form “International Student Authorization for Campus Employment” signed by the IPO (F-1 visa) or AAO (J-1 Visa). Authorized students may work a maximum of 20 (twenty) hours per week while school is in session (according to Immigration and Naturalization Service guidelines), and up to full time during breaks between semesters. International students must qualify for student employment according to the number of credit hours they are taking.