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## **PROFESSIONAL STAFF EMPLOYEES - DEFINITION AND EMPLOYMENT CONTRACTS**

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**PURPOSE:** To define professional staff employees.

**I. Definition**

Professional staff are those personnel who are employed with employment contracts filling permanent administrative positions and who are specifically:

- A. Administrative/non-teaching faculty who in their positions and activities are governed by professional policies.
- B. Exempted from the personnel rules of the State Division of Human Resources/Idaho Personnel Commission.
- C. Not designated official faculty, adjunctive faculty, or visiting professor on their signed contracts.
- D. Categorized by the State Board of Education Policies as “Non-classified Employees.” All professional staff employees, and the terms of their employment contracts, are subject to applicable policies of the State Board of Education and applicable policies of the University.

**II. Employment Contracts**

- A. All professional staff serve pursuant to an employment contract. While there is no continued expectation of employment beyond a current term of a contract, the University must give notice of non-renewal in writing at least ninety (90) days prior to the termination of the employment contract. Provided, however, that the notice of non-renewal time limits do not apply to the following:
  - 1. Coaches and assistant coaches
  - 2. Employees paid from grant funds or sponsored project funds. Such employees shall be entitled to the time of notice set forth in their contract of employment, not to exceed 90 days.
- B. All professional staff employees are subject to dismissal during the term of a contract for “adequate cause” as defined in the policies of the State Board of Education and the policies of the University.