

DEFINITION OF ADMINISTRATIVE STAFF

(Updated July 1, 2012)

Employees are considered Administrative Staff if they occupy non-faculty positions which are exempt from the Fair Labor Standards Act (FLSA) and require at least an associate's degree and preferably a bachelor's degree.

Members of the Administrative staff are appointed by the President, normally for a one-year period. Reappointments are made at the beginning of the fiscal year based on satisfactory performance and/or university need. Appointments may be on a full-time or part-time basis.

Members of the Administrative staff are member of the general faculty subject to all regulations pertaining to the general faculty. These positions do not earn tenure and are not eligible for sabbatical leaves, except for professional librarians(see Sabbatical Leaves Policy).

Full-time employees include employees budgeted to work at least 75% of a 12 month full-time schedule. Full-time employee are eligible to participate in all staff benefit programs. Nine and ten month employees usually work a schedule that coincides with the academic year that begins approximately August 15 and ends mid-May

Part-time employees work a regular, prearranged schedule that is less than the full-time hours.