

## Appointment Modifiers & Descriptions

### ADMINISTRATION

ADMINISTRATION	TYPE	DESCRIPTION
	Acting	Acting status is used to fill an Administration position with a current USF employee when another employee is on a leave of absence (paid/unpaid) or under circumstances where the position can't be filled through the normal advertising process. The position should be advertised at a later date. Employees with this status must meet the minimum qualifications for the class and be approved through Human Resources prior to being appointed. Acting status may be used to appoint an employee for up to one year.
	Grant Funded	An appointment on a position which is entirely or partially funded by grant, contract, auxiliary or local funds. This appointment is conditioned upon the loss or reallocation of funds.
	Provisional	An appointment of a person who is not fully qualified, but who is expected to acquire such qualifications in a short period of time. Appointment is made for the time period needed for the incumbent to acquire the needed qualifications and generally is not extended if the incumbent does not become fully qualified by the end of the appointment. If the incumbent does attain the needed qualifications by the end of the provisional appointment, the appointment is changed to Regular.
	Regular	A continuing appointment for which a search was completed. Needs to have a search or targeted recruitment. Must meet minimum qualifications.
	Visiting	Visiting status is used to fill an Administration position with an outside employee when the current employee is on a leave of absence (paid/unpaid) or under circumstances where the position can't be filled through the normal advertising process. Typically, the appointment should not exceed 12 months. The Diversity and Equal Opportunity Office must approve visiting appointments over one year. Employees with this status must meet the minimum qualifications for the class and be approved through Human Resources prior to being appointed.

## Appointment Modifiers & Descriptions

### FACULTY

FACULTY	TYPE	DESCRIPTION
	Acting	A time limited appointment for an existing employee to a position primarily assigned administrative duties.
	Adjuncts – In Unit	Academic Affairs in-unit. Job Code 9020, Union Code 40, Salary Plan 06 Pertains to individuals who are contracted to teach courses on a temporary, part-time basis only and do not hold another appointment at USF. Single semester commitment. Includes only adjuncts within the SEIU collective bargaining unit.
	Adjuncts – Out of Unit	Academic Affairs out of unit. Job Code 9020, Union Code 20, Salary Plan 01 Pertains to individuals who are contracted to teach courses on a temporary, part-time basis only. Single semester commitment. Includes adjuncts with appointments at USF that preclude membership in the SEIU collective bargaining unit. This is usually for Administration and Staff employees who already are employed full-time by USF.
<b>NON COMPENSATED</b>	Affiliate	An unpaid appointment in one USF academic unit for faculty with a primary paid appointment in another USF academic unit. An affiliate appointment may include special academic privileges in the affiliate department/school. This designation should be used for individuals whose credentials would warrant appointment as a member of the faculty and who are or will participate in a meaningful way in one of the affiliated unit's programs. An affiliate faculty member may be appointed for up to 5 years. In all cases, when an affiliate faculty appointment expires, a new affiliate appointment request form must be submitted and approved prior to the start of the new appointment and a new appointment letter issued. Retired or emeritus faculty are not eligible for affiliate appointments.
	Clinical	An appointment in conjunction with a professional position in a hospital or other clinical environment. These appointments are not tenure earning.
<b>NON COMPENSATED</b>	Courtesy	An unpaid appointment for people outside of USF which may include special academic privileges. Persons appointed with this status are not otherwise currently affiliated with the University. Retired or Emeritus Faculty are eligible for Courtesy Appointments. This designation should be used for individuals whose credentials would warrant appointment as a member of the faculty and who are or will participate in a meaningful way in one of their host unit's programs. Courtesy faculty may participate in research, service, mentoring or teaching but Courtesy Faculty status is not sufficient to be an instructor of record. Another appointment such as adjunct or visiting instructor is necessary to be instructor of record. A courtesy faculty member may be appointed for up to 5 years. In all cases, when a courtesy appointment expires, a new courtesy appointment letter must be submitted and approved to extend the appointment.
	Joint	An appointment when the person is regularly participating in the teaching and/or graduate supervision responsibilities of more than one academic department/unit.
<b>NON COMPENSATED</b>	Joint College	An appointment to a college/unit administered jointly by more than one university. Although appointed and employed by only one of the participating universities, each person so designated is considered an employee of the other participating universities for purposes of carrying out the teaching, research and service responsibilities of the college/unit. <a href="#">USF Health Office of Faculty Affairs</a>

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	Provisional	An appointment of a person who is not fully qualified, but who is expected to acquire such qualifications in a short period of time. Appointment is made for the time period needed for the incumbent to acquire the needed qualifications and generally is not extended if the incumbent does not become fully qualified by the end of the appointment. If the incumbent does attain the needed qualifications by the end of the provisional appointment, the appointment is changed to Regular, Clinical or Research.
	Regular	A continuing appointment for which a search was completed. Needs to have a search or targeted recruitment.
	Research	An appointment when the person is engaged primarily in research. These appointments are not tenure earning.
	Visiting	An appointment of a person having professional qualifications, when either the person or the position is not expected to be available for more than a limited period of time. The UFF Collective Bargaining Agreement limits visiting appointments to 4 years. The Diversity and Equal Opportunity Office must approve visiting appointments over one year. Visiting faculty are always Non-Tenure Not on Track.

## Appointment Modifiers & Descriptions

### STAFF

STAFF	TYPE	DESCRIPTION
	Emergency	An appointment for up to 3 months while a search is conducted to fill the job on a regular basis. Since it is not expected that the entire job will be performed, the employee need not meet minimum qualifications and may be paid below the minimum pay of the class. Not to exceed 10% below the range. Emergency Appointments are one-time appointments and may not be extended. Time served on an emergency basis does not count towards probationary period or anniversary date.
	Law Enforcement Officer	A continuing appointment for which a search was completed. Needs to have a search or targeted recruitment. Must meet minimum qualifications. The initial probationary period is 6 months. Law Enforcement Officers (LEO) probationary period is 12 months. When employees successfully complete the specified probationary period, they attain permanent status that is retained throughout continuous employment at USF. When employees move to a new classification they begin a new probationary period on that appointment.
	Short Term (temporary)	Short Term is used when a person is appointed to a position when the regular employee is on a leave of absence, the position can't be filled through the normal advertising process, or the hiring authority is unsure if the position is needed long term. However, the hiring authority must advertise at the end of the appointment period. Appointment must be approved by HR, cannot exceed 12 months and the incumbent must meet minimum qualifications. Time served may count toward probationary period and anniversary date.
	Regular	A continuing appointment for which a search was completed. Needs to have a search or targeted recruitment. Must meet minimum qualifications. The initial probationary period is 6 months. When employees successfully complete the specified probationary period, they attain permanent status, that is retained throughout continuous employment at USF. When employees move to a new classification they begin a new probationary period on that appointment.
	Time Limited	An appointment on a position which is entirely or partially funded by grant, contract, auxiliary or local funds. The employee must complete the Time Limited Agreement prior to the commencement of the appointment. Must be advertised as time limited. Time served counts towards probationary period and anniversary date.
	Trainee	An appointment when the person is not fully qualified, but is expected to acquire such qualifications in a short period of time. May be hired below the minimum of the pay grade. Time served as a trainee does not count towards probationary period. Appointment is made for the time period needed for the incumbent to acquire the needed qualifications and generally is not extended if the incumbent does not become fully qualified by the end of the appointment. If the incumbent does attain the needed qualifications by the end of the provisional appointment, the appointment is changed to Regular.

## Appointment Modifiers & Descriptions

### TEMPORARY

TEMPORARY-STUDENT	TYPE	DESCRIPTION
	Federal Work Study Student	An hourly, time limited appointment of a student who has been awarded FWS financial aid.
	Graduate Student	An hourly or salaried (depending upon the type of job, e.g., Graduate Assistant, Graduate Research Associate) appointment of a student who is enrolled full time in a master's or doctoral program at USF. Depending on the job code used, duties will include teaching, conducting research or performing other tasks that contribute to the student's professional development.
	Hourly Student	A time limited appointment of a student employee who is enrolled at USF at least half time and whose primary purpose is to be a student. It is advantageous to appoint this way because neither the student nor department will pay FICA taxes (7.62% of wages).
	Resident Assistant	An appointment of a person in a professional capacity within the department of Housing and Residential Education.

TEMPORARY—NON STUDENT	TYPE	DESCRIPTION
	Hourly Non-Student	A time limited appointment to a job that is non-exempt from the Fair Labor Standards Act (e.g., can earn overtime pay). Employee does not meet the criteria for an hourly student appointment due to not being enrolled as a student.
	Medical Resident	An appointment for up to one year by a physician in a residency program within the College of Medicine.
	Post Doctoral	A time limited appointment of an employee holding a doctoral degree. Involves mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a specific career path.
	Psychological Intern	A time limited appointment of a person in a professional capacity within the Counseling Center.
	Salaried Non-Student	A time limited appointment to a job that is exempt from the Fair Labor Standards Act. A Duties and Responsibilities form must be included at the time of appointment and will be reviewed by HR.