

PURPOSE: TO DEFINE PERSONNEL CATEGORIES OF BRENAU EMPLOYEES FOR THE PURPOSE OF ESTABLISHING BENEFIT ENTITLEMENT.

Brenau employs two major categories of personnel: faculty and staff. The distinction between the two categories is determined based upon the most significant duties performed. Thus, a staff person can perform instructional duties or tutor students and still remain in the staff category if these activities are ancillary to his or her primary responsibilities. Faculty members clearly perform administrative tasks in support of Brenau but remain classified as faculty because the primary thrust of their duties and responsibilities is teaching.

A. FACULTY

Faculty members are defined as: 1) all instructional personnel on an annual 9-12-month contract (full- or half-time) who engage in teaching, research, or are given academic rank and/or professional status; 2) professional librarians who hold faculty rank, 3) the President, Provost & VPAA, and such other professional personnel as the President may designate.

1. Full-time faculty on 9 to 12 month contracts teach a full load of 12 credit hours per semester, or the equivalent which can include administrative duties.
2. 3/4-Time faculty on 9 to 12 month contracts teach a load of 9 credit hours per semester, or the equivalent which can include administrative duties.
3. A Half-Time faculty members' teaching load consists of a half load of 6 credit hours per semester or a total of 12 credit hours for the nine month contract period, unless otherwise stated in the contract. Half-Time faculty may be employed on a continuing basis and receive annual contracts. They participate in departmental and school activities as requested by the Chair or Dean.
4. Affiliate Faculty are employed on an annual basis to teach and perform administrative duties. This is an annual, non-continuing appointment. Teaching and administrative loads may be adjusted based on the needs of the assigned campus/administrative unit. They participate in required events either in person or virtually. Appointment is based on annual needs with a work week of 8-12 hours for 9 out of 12 months of the year.
5. Adjunct Faculty are employed on a temporary basis to teach specific courses for one semester and are compensated on a per course basis according to the stipend scale in effect. Their duties are outlined in the Adjunct Faculty Handbook maintained in the Office of the Provost & VPAA and accessible on Blackboard for adjunct faculty.
6. Professor Emeritus is a faculty member, who holds the rank of professor, and who has served the university with distinction over a period of ten (10) years may be awarded the title of Emeritus/Emerita upon retirement. These individuals will be granted the rights and privileges listed below in recognition of their distinguished service to the university and their ongoing potential for contributions to the intellectual life of the university. The president may confer the title of Emeritus/Emerita upon a retiring full professor, after ten years of service to Brenau University, who has given honorable and distinguished service to the university and his/her department. Benefits include: faculty parking permit; full access to library facilities, including access to computer resources in the library; use of the Fitness Center; attendance at graduation and convocations, including marching in full regalia; access to dining hall; with

five free meals per semester; listing in the academic catalogs; Emeriti may request use of available office or laboratory space.

Process:

1. Faculty may be nominated, by a department chair or college/school dean, or nominate themselves to their college dean.
2. Previously retired professors may apply or be nominated.
3. All nominations are forwarded to the appropriate college dean.
4. The decision to not forward a nomination shall not be subjected to appeal.
5. Nominations shall be reviewed by the Faculty Promotions Committee and recommended to the Provost/VPAA.
6. The decision of the committee, dean, or VPAA not to forward a nomination shall not be subject to appeal.
7. The VPAA recommends to the President to confer emeritus/a status.
8. This recommendation shall not be subject to appeal
9. The president will grant the title of emeritus/a.

B. ACADEMIC RANK AND STATUS

Brenau University recognizes the ranks of professor, associate professor, assistant professor, instructor, and lecturer.

1. Professor: a full professor shall possess an earned doctoral degree or an equivalent terminal degree in the teaching discipline from a regionally accredited institution; not less than seven years teaching experience at the college or university level, or the equivalent thereof; and shall exemplify instructional proficiency, knowledge of subject matter, professional conduct, professional growth and development, and responsibility.
2. Associate Professor: an associate professor shall possess an earned doctoral degree or an equivalent terminal degree in the teaching discipline from a regionally accredited institution; not less than five years teaching experience at the college or university level, or its equivalent; and shall demonstrate instructional proficiency, knowledge of subject matter, professional conduct, professional growth and development, and responsibility.
3. Assistant Professor: the Assistant Professor shall possess at least the earned master's degree or its professional equivalent in the teaching discipline (An earned doctoral or terminal degree is preferred.) from a regionally accredited institution; not less than three years teaching experience at the college or university level; and shall demonstrate attributes which are professionally appropriate in their academic expertise.
4. Instructor: an instructor shall possess at least an earned master's degree from a regionally accredited institution or its professional equivalent and should exhibit the professional attributes characteristic of other successful academic personnel of comparable rank.
5. Lecturer: the rank of lecturer applies to individuals who receive temporary or provisional teaching assignments for one year or less.

C. STAFF

Staff employees are defined as follows:

1. Full-Time staff: Personnel scheduled to work a consistent and defined schedule working 37 ½-40

hours each week.

2. 3/4-Time staff: Personnel scheduled to work a consistent and defined schedule working 29-37 ½ hours each week.
3. Half-Time staff: Personnel scheduled to work a consistent and defined schedule working 20-29 hours per week.
4. Part-time, “as needed” staff: Personnel scheduled to work 20 hours or less per week who are not working on a consistent basis, or who do not have a defined schedule (i.e. Security Officers, Pool Attendants, Tutors, etc.).
5. Temporary staff: Personnel hired for fewer than six calendar months. This designation continues to apply, even when an individual is offered and then accepts successive periods of employment (i.e. Adjunct Instructors).

D. STAFF CLASSIFICATIONS

Brenau University recognizes four staff classifications: Executive, Academic Administrator, Administrative and Support.

1. Executive

The following positions are designated executive: (1) President, (2) Senior VP for Administration/and CFO, (3) Provost and Vice President for Academic Affairs, (4) Vice President for Financial Services, (5) Senior Vice President of Enrollment Management/Student Services, (6) Vice President for External Relations, (7) Athletic Director.

2. Academic Administrator on 10 – 12 month contract

This class of Brenau employees is composed of those professional employees who possess specific academic budgetary, supervisory or managerial responsibility. Included in this category are the deans, department chairs and other professional personnel as the President may designate.

3. Administrative

Administrative personnel duties must involve management policies or responsible work that is directly related to academic instruction or training carried on in the administration of Brenau. The employee must customarily and regularly exercise discretion and independent judgment, as distinguished from using skills and following procedures, and must have authority to make important decisions. The employee must: (1) regularly assist an executive in the execution of her/his immediate delegated responsibilities; (2) perform work under only general supervision along specialized or technical lines; or (3) execute under only general supervision special assignments; (4) spend less than 40% of the time worked in the work week on duties that are not directly related to the administrative duties.

The title of Administrative Assistant is reserved for administrative personnel who report to a member of the Vice President’s Council.

4. Support

Those staff employees who are hourly employees and those employees who do not customarily and regularly exercise such discretion and independent judgment in the performance of their duties or meet the other requirements to be considered Administrative personnel.

All Administrative and Support personnel are considered “at will” employees unless otherwise noted in contracts or employment agreements. Their employment arrangements are not contracts of any specific length and may be terminated at any time by either party.

All new employees of the University are required to serve the first six months of employment on a provisional basis unless otherwise noted in contracts or employment agreements.