

POLICY MEMORANDUM

No. II-12

Non-Regular Academic Appointments

In fulfillment of its mission, the Missouri University of Science and Technology (Missouri S&T) may require the appointment of qualified personnel for a specified term of service to non-regular, temporary positions. Titles for such appointees may vary according to circumstances. Whatever the circumstances and title, these appointments are temporary in duration, are non-regular in nature, and are not intended to lead to tenure. Appointees will not be candidates for degrees at Missouri S&T unless specifically stated otherwise. The search for candidates to fill non-regular academic positions is subject to all applicable affirmative action rules and guidelines and maximum number of consecutive annual appointments as stated in [University of Missouri Collected Rules and Regulations, Section 310.020](#).

1. ADJUNCT APPOINTMENTS

102 Adjunct Professor

101 Adjunct Associate Professor

100 Adjunct Assistant Professor

These titles will be used to signify the affiliation of appropriate levels of qualified persons with Missouri S&T departments while employed or retired from a department, administrative unit, or organization. It is the intention that this be an honorary or courtesy title for persons with special capabilities who might be available for teaching or research. These titles, however, should not be confused with positions more appropriately staffed with lecturers or instructors.

2. VISITING APPOINTMENTS

9530 Visiting Professor

9520 Visiting Associate Professor

9510 Visiting Assistant Professor

These titles will be used for staff on leave from other institutions or organizations when qualifications are equivalent to the appropriate title as described by [Policy Memorandum II-10](#).

3. TEACHING APPOINTMENTS

5800 Lecturer

This title will be used for employees who usually have a minimum of a master's degree in the discipline of the appointment. Assignments will be limited to classroom and/or laboratory instruction.

4685 Graduate Instructor

This title will be used for a full-time appointee who usually has a master's degree and who is a Ph.D. candidate at Missouri S&T. This title and salary level conform to Stipend X recommendations. Acceptance of the graduate instructor position commits the recipient to 40 hours per week of effort limited to classroom and/or laboratory instruction. Guidelines for apportioning graduate instructor hours and course loads are given under permissible schedules in the Graduate Bulletin.

9110 Teaching Fellow

This title will be used for an appointee who possesses a master's degree and is actively pursuing a Ph.D. degree in the department in which the appointment is held. Renewal of the appointment is contingent upon satisfactory progress towards the Ph.D. degree and support is limited to a four-year period. Primary assignments will be limited to supporting departmental faculty in maintaining quality undergraduate and graduate instructional programs.

9100 Teaching Associate

This title will be used for full-time employees who usually have a minimum of a master's degree. Primary assignments will be limited to supporting departmental faculty in maintaining quality undergraduate and graduate instructional programs.

4717 Graduate Teaching Assistant

This title will be used for a part-time appointee who holds a baccalaureate degree and is a candidate making satisfactory progress towards an advanced degree at Missouri S&T. This title conforms to Stipend X recommendations. Acceptance of a graduate teaching assistant position commits the recipient to 10-30 hours per week. Salaries will be 25-75% of Stipend X, respectively. Assignments will normally be in assisting with classroom and/or laboratory instruction. Guidelines for apportioning graduate teaching assistant hours and course loads are given under permissible schedules in the Graduate Bulletin. Assigned graduate teaching assistant hours are not to be exceeded.

All first-time graduate teaching assistants are required to have completed the Missouri S&T Instructional Communications Workshop and to have passed the accompanying evaluation with a grade of B+ or higher.

4660 Grader

This title will be used for a part-time appointee who holds a baccalaureate degree and is a candidate making satisfactory progress towards an advanced degree at Missouri S&T. This title conforms to Stipend X recommendations. Acceptance of a grader position commits the recipient to 10-30 hours per week of effort relative to the position. Salaries will be 25-75% of Stipend X, respectively. Duties will usually be in assisting with grading of classroom and/or laboratory assignments. Guidelines for apportioning grader hours and course loads are given under permissible schedules in the Graduate Bulletin. Assigned grader hours are not to be exceeded.

4. RESEARCH APPOINTMENTS

7690 Research Professor

7677 Research Associate Professor

7676 Research Assistant Professor

These titles will be used for appointments normally on grant and contract funds. Appointments are to be with entry levels and salaries comparable to the respective tenure track appointments. These positions do not lead to tenure.

7657 Research Engineer
963 Associate Research Engineer
1749 Assistant Research Engineer

These titles will be used to give professional status to engineers supporting research activities. Entry levels shall be respectively at the Ph.D., M.S., and B.S. levels. Entry salary monthly rates will range from Stipend X to assistant professor levels.

8630 Senior Research Investigator

This title is a research title used in research centers for personnel who have joint appointments in departments. Salaries and qualifications will be consistent with the level of the departmental appointment.

7650 Research Associate and Institute Fellow

These titles are to signify an affiliation of departmental staff members with research center, i.e., professor of chemistry and research associate in the Materials Research Center, or professor of mathematics and fellow of the Institute of Applied Mathematics.

6990 Post Doctoral Fellow

This title will be used for positions to further the academic education and experience of recent Ph.D. recipients in research. Normal appointments will not exceed four years. Extension beyond four years will require promotion to another title, such as research assistant professor. Such promotions will bear the same scrutiny as for similar academic appointments. Priorities will be extended to those with degrees external to Missouri S&T.

4715 Graduate Research Assistant

This title will be used for a part-time appointee who holds a baccalaureate degree and is a candidate making satisfactory progress towards an advanced degree at Missouri S&T. This title conforms to Stipend X recommendations. Acceptance of a graduate research assistant commits the recipient to 10-30 hours per week of effort relative to the position. Salary levels will be 25-75% of Stipend X, respectively. A graduate research assistant is expected to participate in all aspects of research, from planning to publication. Guidelines for apportioning graduate research assistant hours and course loads are given under permissible schedules in the Graduate Bulletin. Assigned graduate research assistant hours are not to be exceeded.

8594 Senior Research Aide

7620 Research Aide

Duties are of a technical nature used to support professional research personnel and shall be distinctly different from those of a graduate research assistant. Research participation as a research aide will not be an acceptable subject for either a thesis or a dissertation. Academic credits accrued as a full-time research aide will normally not exceed six hours of lower or upper level or three hours of 400 level and above work/semester. Such academic work should be directed toward increasing technical skills related to work assignments. It may be applied toward requirements for an undergraduate degree at Missouri S&T. Entry level monthly salary rate shall not exceed that of Stipend X.

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Provost, Dean, Directors, and Department Chairs

BASIS: Chancellor, upon the recommendation of the Faculty Senate
Personnel Committee

John F. Carney III
Chancellor