

CONTRACTS and AT-WILL APPOINTMENTS -- Summary Reference Chart

(This chart is intended as an assistive tool but should not be relied upon as a definitive policy resource. See disclaimer at end of document.)

POSITION TYPE	Contract Allowed?		Contract Required?		AT-WILL Appointment Allowed?	AT-WILL Appointment Required?	Approval Authority / Notes	Appointment Limits / Notes	Pay Limits / Notes	Guiding Policy / Source Documents
	Fixed-Term Contract	Probationary Contract	Fixed-Term Contract	Probationary Contract						
SPA POSITIONS										
SPA, All	NO	NO	NO	NO	NO	NO	Hiring Authority	Positions may be "time-limited".		www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_126.html www.osp.state.nc.us/manuals/dropmenu.html
EPA POSITIONS <i>Appointment, reappointment, or promotion to a position funded in whole or in substantial part from sources other than continuing state budget funds or permanent trust funds, whether for a specified term or with tenure, shall be contingent upon the continuing availability of such funds, except if no such condition existed at the time permanent tenure was granted.</i>										
FACULTY POSITIONS, Regular										
Tenured										
Professor Associate Professor	NO NO	NO NO	NO NO	NO NO	NO NO	NO NO		No contracts applicable for professors and assoc professors with permanent tenure		www.ncsu.edu/policies/employment/faculty/POL05.20.1.php
Non-Tenured, Tenure Track										
Professor	n/a	n/a	n/a	n/a	n/a	n/a		Not applicable. All full professors must have tenure		www.ncsu.edu/policies/employment/faculty/POL05.20.1.php
Associate Professor	NO	YES	NO	YES	NO	NO		Initial probationary term not to exceed 5 yrs. By end of next-to-last year, notice of reappointment with tenure or non-reappointment		www.ncsu.edu/policies/employment/faculty/POL05.20.1.php
Assistant Professor	NO	YES	NO	YES	NO	NO	Dept head recommends reappointment (or non-) to Dean	Initial probationary term = 4 yrs By end of 3rd year, notice of a 2nd probationary term of 3 yrs or non-reappointment. By end of 2nd term, notice of promotion with tenure or non-reappointment.		www.ncsu.edu/policies/employment/faculty/POL05.20.1.php
Non-Tenured, Pre-Tenure Track										
Instructor	NO	YES	NO	YES	NO	NO		Initial probationary term = 1 year. Can have up to 3 further successive 1-yr probationary terms. 5th year must be as (a) asst prof, (b) spec fac, or (c) 1-yr fixed term as terminal appt		www.ncsu.edu/policies/employment/faculty/POL05.20.1.php
FACULTY POSITIONS, Special										
Adjunct Faculty <i>Part-time (<.075 FTE) appointment of a person employed primarily outside NCSU, or a part-time appointment of an NCSU employee for duties outside primary responsibilities.</i>										
Professor Associate Professor Assistant Professor	NO, unless Dean exception NO, unless Dean exception NO, unless Dean exception	NO NO NO	NO NO NO	NO NO NO	YES YES YES	YES YES YES	Promotion allowed at time of subsequent contract w/recommendation from DVF & Dept Head, to the Dean, who approves	If contract (by Dean exception), contract term may not exceed three years.	Must be part-time (< .75 FTE). Not a benefit-eligible appointment. Can be paid or unpaid. If an NCSU employee, must comply with Additional Comp Reg for EPA employees	http://www.ncsu.edu/policies/employment/faculty/REG05.20.14.php www.ncsu.edu/policies/employment/faculty/REG05.20.34.php www.ncsu.edu/policies/employment/faculty/REG05.20.34.php
Unpaid Adjuncts	under review	NO	NO	NO	under review	under review				www.ncsu.edu/policies/employment/faculty/REG05.20.14.php
Clinical Faculty <i>Appointment with a principal responsibility in clinical practice or clinical research</i>										
Professor Associate Professor Assistant Professor	YES YES YES	NO NO NO	YES YES YES	NO NO NO	NO NO NO	NO NO NO	Promotion allowed at time of subsequent contract w/recommendation from DVF & Dept Head, to the Dean, who approves	Five consecutive years (all ranks) Subsequent contract allowed, not to exceed 5 years		www.ncsu.edu/policies/employment/faculty/REG05.20.34.php " " " "
Extension Faculty <i>Appointment with a principal appointment in extension and engagement</i>										
Professor Associate Professor Assistant Professor	YES YES YES	NO NO NO	YES YES YES	NO NO NO	NO NO NO	NO NO NO	Promotion allowed at time of subsequent contract w/recommendation from DVF & Dept Head, to the Dean, who approves	Five consecutive years (all ranks) Subsequent contract allowed, not to exceed 5 years		www.ncsu.edu/policies/employment/faculty/REG05.20.34.php " " " "

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Practicum Faculty <i>Appointment with a principal responsibility in design practice or design research</i>												
										www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Professor	YES	NO	YES	NO	NO	NO	Promotion allowed at time of subsequent contract w/recommendation from DVF & Dept Head, to the Dean, who approves	Five consecutive years (all ranks) Subsequent contract allowed, not to exceed 5 years		www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Associate Professor	YES	NO	YES	NO	NO	NO			"	"	"	
Assistant Professor	YES	NO	YES	NO	NO	NO			"	"	"	
Research Faculty <i>Appointment with a principal responsibility in research</i>												
										www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Professor	YES	NO	YES	NO	NO	NO	Promotion allowed at time of subsequent contract w/recommendation from DVF & Dept Head, to the Dean, who approves	Five consecutive years (all ranks) Subsequent contract allowed, not to exceed 5 years		www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Associate Professor	YES	NO	YES	NO	NO	NO			"	"	"	
Assistant Professor	YES	NO	YES	NO	NO	NO			"	"	"	
Teaching Faculty <i>Appointment with a principal responsibility in teaching</i>												
										www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Professor	YES	NO	YES	NO	NO	NO	Promotion allowed at time of subsequent contract w/recommendation from DVF & Dept Head, to the Dean, who approves	Five consecutive years (all ranks) Subsequent contract allowed, not to exceed 5 years		www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Associate Professor	YES	NO	YES	NO	NO	NO			"	"	"	
Assistant Professor	YES	NO	YES	NO	NO	NO			"	"	"	
Visiting Faculty <i>Appointment of a person who holds (or qualifies to hold) academic rank at another institution of higher education and who is in residence at NCSU.</i>												
										www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Professor	YES	NO	YES	NO	NO	NO	Not eligible for promotion	Two consecutive year limit. Subsequent visiting appointment allowed, after 3 yrs from end of last visiting appointment	Can be paid or unpaid.	www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Associate Professor	YES	NO	YES	NO	NO	NO				"	"	"
Assistant Professor	YES	NO	YES	NO	NO	NO				"	"	"
Unpaid Visiting	under review	NO	under review	NO	under review	under review				"	"	"
Librarians												
Librarian	YES	NO	YES - NCSU, NO - UNC	NO	NO - NCSU, YES - UNC	NO - NCSU, NO - UNC		Five consecutive years Subsequent contract allowed, not to exceed 5 years		www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Lecturers												
										www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Lecturer	YES	NO	YES	n/a	NO	NO	Promotion allowed at time of subsequent contract w/recommendation from DVF & Dept Head, to the Dean, who approves	Up to five consecutive years (all ranks) Subsequent contract allowed, not to exceed 5 years		www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Sr Lecturer	YES	NO	YES	n/a	NO	NO			"	"	"	
Field Faculty <i>Extension employees holding the title of Associate Agent or Agent (Assistant Extension Agents are EPA professionals)</i>												
										www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Extension Agent	YES	NO	YES	n/a	NO	NO		Up to five consecutive years (all ranks) Subsequent contract allowed, not to exceed 5 years		www.ncsu.edu/policies/employment/faculty/REG05.20.34.php		
Assoc Extension Agent	YES	NO	YES	n/a	NO	NO			"	"	"	
Federal Personnel w Acad Rank												
	NO	NO	NO	NO	N/A	N/A	Employed by federal entity, not Univ, so no contract of employment	Rank status is applicable while the individual is stationed with NC State.		www.ncsu.edu/policies/employment/faculty/REG05.20.34.php www.ncsu.edu/policies/employment/faculty/POL05.20.1.php		

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EPA Professionals (Non-Faculty)										
SAAO - Tier I (Chancellor, Provost, Vice Chancellors, Deans)										
SAAO-I	NO	NO	NO	NO	YES	YES		An "SAAO" appointment of a faculty member is at-will and distinct from their "faculty" tenure/contract		www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_1_1.htm http://www.ncsu.edu/policies/employment/epa/POL05.15.1.php
SAAO - Tier II (Associate & Assistant Vice Chancellors; Associate & Assistant Deans; Vice Provosts, Assistant & Associate Vice Provosts, and other administrative positions that have been expressly approved by the UNC Board of Governors)										
SAAO-II, exc Ath Dir	NO	NO	NO	NO	YES	YES		An "SAAO" appointment of a faculty member is at-will and distinct from their "faculty" tenure/contract		www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_1_1.htm http://www.ncsu.edu/policies/employment/epa/POL05.15.1.php
Dir of Athletics	YES	NO	NO	NO	YES	NO	Contract for > 1 yr req's BOT; certain contract terms require BOG approval			www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_1100_3.htm
EPA - Instructional Category (focus on academic mission of the University; instructors, academic advisors, continuing education professionals, student services professionals, librarians, counselors)										
EPA-Instr	YES	NO	NO	NO	YES	NO				www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_2_1.htm http://www.ncsu.edu/policies/employment/epa/POL05.15.1.php
Asst Extension Agents	YES	NO	YES	NO	NO	NO				
Head Coaches	YES	NO	NO	NO	YES	NO	Contract for > 1 yr req's BOT; certain contract terms require BOG approval			www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_1100_3.htm
EPA - Research Category (focus on research mission of the University; researchers serving as principal investigators, institutional research professionals, community service professionals, technology transfer professionals)										
EPA-Research, All	YES	NO	NO	NO	YES	NO				www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_2_1.htm http://www.ncsu.edu/policies/employment/epa/POL05.15.1.php
Post Docs										
Post Docs, All	YES	NO	under review	NO	under review	NO		Appointment may be no longer than a cumulative period of 5 years		www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_2_1.htm http://www.ncsu.edu/policies/employment/epa/POL05.15.1.php

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