

PENNSTATE

POLICY
MANUAL

General University Reference Utility

PENN STATE - HUMAN RESOURCES

Policy HR06 TYPES OF APPOINTMENTS

POLICY'S INITIAL DATE: June 1, 1955

THIS VERSION EFFECTIVE: July 24, 2009

Contents:

- Purpose
 - Standing Appointment
 - Fixed-Term Multi-Year Appointment
 - Fixed-Term I Appointment
 - Fixed-Term II Appointment
 - Supplementary I Appointment
 - Supplementary II Appointment
 - Visiting Appointment
 - Appointments Without Remuneration
 - Personnel Appointments
-

PURPOSE:

The purpose of this policy is to list the types of appointments which may be made to the faculty or staff of the University and to enumerate certain personnel and budget provisions applicable to each type.

STANDING APPOINTMENT:

Standing appointment designates those appointments which are full-time and for which no ending date is specified. Such appointments are terminable only upon appropriate notice of termination in accordance with University policy. Standing appointments are regular* and must be backed by permanent budgeted funds. The position for each Standing appointment appears as a line item of a departmental budget salary schedule and is assigned a budget position number on the payroll record. Standing appointments are made for both academic and nonacademic personnel. If such an appointment is academic, a Memorandum of Personal Service form outlining the terms of the appointment is completed and given to the incumbent.

FIXED-TERM MULTI-YEAR APPOINTMENT:

Fixed-Term Multi-Year appointment designates those appointments which are full-time for a minimum of 36 weeks, but which have an ending date specified. Such appointments are regular*. The position appears as a line item on the departmental budget salary schedule and is assigned a budget position number on the payroll record. Funding must be committed on a permanent basis from the Non-Standing Fixed-Term Multi-Year Academic budget category before appointments can be made. Such appointments are discontinued at the stated ending date, but may be renewed.

Fixed-Term Multi-Year appointments are made for academic personnel. A Memorandum of Personal Service form outlining the terms of the appointment is completed and given to the incumbent.

Fixed-Term Multi-Year appointments may exceed one year in duration, up to a maximum of five years for a single appointment. These appointments are renewable.

FIXED-TERM I APPOINTMENT:

Fixed-Term I appointment designates those appointments which are full-time for at least six calendar months, but which have an ending date specified. Such appointments are regular*. The position does not appear as a line item of the departmental budget salary schedule and is not assigned a budget position number on a payroll record. The Fixed-Term I position is funded on a temporary basis, although the original source may be either permanent (such as allocation fund) or temporary (such as salary savings from an unfilled position). Such appointments are discontinued at the stated ending date, but may be renewed.

Fixed-Term I appointments are made for both academic and nonacademic personnel (other than technical-service). If such an appointment is academic, a Memorandum of Personal Service form outlining the terms of the appointment is completed and given to the incumbent. If such appointment is nonacademic, a Confirmation of Fixed-Term I Staff Appointment is completed and given to the incumbent.

FIXED-TERM II APPOINTMENT:

Fixed-Term II appointment designates those academic or exempt staff appointments which are:

- (a) full-time but less than six calendar months; or
- (b) less than full-time.

Such appointments are defined as non-regular*. The position does not appear as a line item on the departmental budget salary schedule and is not assigned a budget position number on the payroll record. The Fixed-Term II appointment position is funded on a temporary basis, although the original source may be either permanent (such as allocation fund) or temporary (such as salary savings from an unfilled position). Such appointments are made to academic or exempt staff personnel only. If such an appointment is academic, a Memorandum of Personal Service form outlining the terms of the appointment is completed and given to the incumbent. If such an appointment is exempt staff, a Confirmation of Fixed-Term II Staff Appointment form is completed and given to the incumbent.

Fixed-Term II appointments are discontinued at the stated ending date, but may be renewed. If an individual receives a second Fixed-Term II appointment on a full-time basis immediately following a full-time Fixed-Term II appointment such that the total continuous full-time service equals or exceeds six calendar months, that individual will be considered as a Fixed-Term I appointment for purposes of classification as regular or non-regular*. Individuals who qualify as Fixed-Term I appointments within the preceding definition shall be classified as regular* as of the date the appointment is considered to have changed from Fixed-Term II to Fixed-Term I. Individuals who continue to be reappointed as full-time Fixed-Term II appointments for consecutive appointments shall retain the classification of regular* as long as the employment is consecutive.

SUPPLEMENTARY I APPOINTMENT:

Supplementary I appointments designate those appointments which are supplementary to Standing appointments and have the effect of providing additional contractual obligation beyond the terms of the Standing appointment. For example, a Supplementary appointment will be made so that an individual whose standing contractual obligation is for 36 weeks is employed temporarily for one to twelve additional weeks.

Funds are provided on a temporary basis, although the original source may be either permanent (such as allocation fund) or temporary (such as salary savings from an unfilled position). Normally, Supplementary I appointments are discontinued at the stated ending date, but may be renewed. Supplementary I appointments are made to both academic and exempt staff personnel. If such an appointment is academic, a Memorandum of Personal Service form outlining the terms of the appointment is completed and given to the incumbent.

Payment for Supplemental I appointments is made at the time the services are performed (whenever possible this should be in the same tax year). In no circumstance will the University process payment for services performed more than six months in the past.

SUPPLEMENTARY II APPOINTMENT:

Supplementary II appointments designate appointments which are supplementary to Standing or Fixed-Term I appointments for approved additional services provided during the same weeks of service of these appointments. Funds are provided on a temporary basis. Supplementary II appointments are discontinued at the stated ending dates, but may be renewed. Supplementary II appointments are made to academic personnel, and may be made to exempt staff personnel when performing extra non-continuing assignments as outlined in HR90.

The faculty member's first duty and responsibility is to his/her primary appointment at the University. Therefore, the dean (or assistant or associate dean if delegated by the dean) of the faculty member's college of primary appointment must approve any arrangement for Supplemental II compensation made with another University unit.

Payment for Supplemental II appointments is made at the time the services are performed (whenever possible this should be in the same tax year). In no circumstance will the University process payment for services performed more than six months in the past. The rate of pay for supplemental compensation shall not exceed the amount paid for services under the terms of the faculty member's primary appointment. In addition, any supplementary compensation arrangements which would raise the employee's total pay received from the University to more than 20% above his/her base salary in any fiscal year must be approved by the dean of the faculty member's college of primary appointment. The record of such extraordinary payments will be reviewed annually by the Executive Vice President and Provost.

There may also be unique situations that require the use of Supplemental II appointments for academic personnel, which do not fall under the normal guidelines. In those rare situations, the dean must obtain the approval of the Executive Vice President and Provost before making any commitment to the academic employee regarding Supplemental II compensation.

VISITING APPOINTMENT:

Visiting appointment designates an appointment in which "visiting" is part of the title. Such an appointment is non-regular, whether full-time or part-time. All other conditions for either Fixed-Term I

or II appointments apply to Visiting appointments. Visiting appointments apply to academic personnel only.

APPOINTMENTS WITHOUT REMUNERATION:

Appointment without remuneration designates an appointment of an individual who does not receive remuneration for the academic position held in the University. Such individuals include those designated as Adjunct, Clinical Faculty, or Faculty Associate as outlined in [HR07](#); those designated as Affiliate in [HR85](#); or those visiting faculty who are not being paid by The Pennsylvania State University. The position does not appear as a line item on the departmental budget salary schedule and is not assigned a budget position number on the payroll record.

PERSONNEL APPOINTMENTS:

Type of Appointment	Covered By Employee Benefits	Not Covered By Employee Benefits	Academic Assignment Only	Paid On Monthly Payroll	Line Item on Dept Budget
Standing	X			X	X
Fixed-Term Multi-Year	X		X	X	X
Fixed-Term I	X			X	
Fixed-Term II		X		X	
Supplementary I	X			X	
Supplementary II	X			X	
Visiting		X	X	X	
Without Remuneration	Affiliate Only	X	X		

NOTE: See [HR05](#) for definitions and conditions for employment for "regular" and "non-regular" appointments.

REVISIONS:

July 24, 2009 - Payment provisions added to Supplementary I and Supplementary II Appointment sections.

top of this policy
GURU home

GURU policy menu
GURU Tech Support

GURU policy search
Penn State website