



Northwestern University
Benefits Eligibility - Updated May 8, 2009

	Titles	Appointment Terms	Appointment Approval	Benefits Eligibility/Pay Group (See each plan for its rules)
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Benefits eligibility for faculty requires that an individual have NU employment in a benefits eligible job classification and be compensated from the University's payroll system. Faculty must hold an appointment which is full time (2 quarters or 1 semester) for half the academic year or at least half time for the entire academic year.

Faculty					
Tenured and tenure track	Professor, Associate Professor, Assistant Professor, Associate, or Instructor	Contract or tenured	Provost	Regular faculty benefits, including retirement -- if at least half time for full year or full time for half a year See faculty handbook for details	MON
Research	Research Professor, Associate Professor, or Assistant Professor	Nontenurable 11-month appointment paid over 12 months but limited to funding period	VP Research		MON
Visiting	Visiting Professor, Associate Professor, or Instructor	Non tenurable temporary appointment generally not exceeding one year	Provost		MON
Other non tenure track	Clinical at each rank, or Senior Lecturer	Annual or continuing	Provost		MON
	College Lecturer	Annual or continuing	WCAS Dean	Regular faculty MON	
	Part time at each rank, or	Annual or continuing	Provost	Regular exempt staff benefits, retirement MON	
	Lecturer, including Visiting Lecturers	Annual or continuing	Provost	Regular exempt staff benefits MON	
	Contributed Service & ROTC Faculty	Annual or continuing	Provost	Selected tuition plans MON	
Other	Academic Full Time (Medical School)	Annual or continuing	Provost/Dean NUMS	Regular faculty benefits MON or OTH	
Adjunct	Each academic rank Except Lecturer	Contract	Provost, Dean	Regular faculty benefits MON	



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Benefits eligibility for staff requires that an individual have NU employment in a benefits eligible job classification and be compensated from the University's payroll system. Staff must be scheduled to work a minimum of 17.5 hours per week.

Full time status requires that an individual be scheduled to work a minimum of 35 hours per week and have an appointment equal to 100%.

Exempt Staff must be at least 50% full-time.

Regular Staff

Exempt Research	Research Associate, or Research Associate Sr	Limited to funding period of grant or contract	VP Research	Regular exempt staff benefits paid from grant	MON
	Post Doc F/T (NRSA After 8/86)	3 to 4 quarters, maximum of 6 years; limited by grant funds	VP Research	Eligible for health and dental only	MON
	Post Doc (Mellon Foundation)	Continuing full or part-time	Dean	Eligible for faculty benefits	MON
	Post Doctoral Fellow (Trainee) , or Research Fellow	3 to 4 quarters, maximum of 6 years; limited by grant funds	VP Research	Eligible for staff benefits	MON
Exempt Academic	Librarian	Annual	Provost	Librarian benefits	MON
Exempt Administrative	Exempt staff titles	Continuing full or part time	Dean or VP, and HR Dept	Staff benefits for 17 1/2 or more work hours per week	MON
Non exempt	Nonexempt staff titles	Continuing full or part time	HR Dept	Staff benefits for 17 1/2 or more work hours per week	BIR

Temporary Staff

Exempt	None	Working under 6 months in 12 months	Hiring dept	Statutory benefits only: FICA, Workers' and Unemployment Compensation	NBN/BIT
Nonexempt	Temporary nonexempt staff titles	Working less than 1,000 hours in 12 months	Temp pool or hiring dept		NBN/BIT

Non Employee

Visiting	Visiting Scholar	Self supported, not University Funded	VP Research	Risk Management Health	NBN/OTH
		University funded	VP Research	Eligible for health & dental benefits if earnings threshold is met	MON
	Visiting Pre Doctoral Fellow			Risk Management	NBN/OTH
Student	Teaching Assistant, Research Assistant, Pre-doctoral Fellow, House Staff (Intern, Resident), or College Work Study	Temporary assignment limited by academic term of	Employing department	Student health service only	NBN/OTH
Job Applicant	None	None	None	None	NBN/OTH