

DRAFT

HRIS-Data Definitions Committee Full Time Equivalent (FTE) Committee Report

The Data Definitions Committee created a sub-committee to review data fields in HRIS that relate to the concept of FTE (full time equivalency). Those fields include contract period, percent full-time, FTE salary, and annual benefits base salary. The group's work focused most heavily on how to use these fields when handling faculty with multiple appointments. The discussion included a review of the types of faculty appointments, the relationship between pay and effort, and the use of the job code titled "overload". The attached revised definitions address the issues of joint appointments, pay vs. effort, and use of different types of faculty appointments. Two related items, the draft definitions for primary role and primary academic appointment are also included. These were developed by the academic panel work group.

The committee initiated a discussion on overload and has identified a draft definition and some recommendations for when overload appointments are appropriate (see page 2). The overload job code is currently used to create payments for a variety of situations. In some cases the payments are related to additional work assignments within the institution, while in other circumstances the code identifies housing and tuition supplements. The committee recommends use of overload solely for additional duties meeting the criteria stated in the definition.

Also included in this document are definitions for contract period (page 3), percent full-time (page 4), FTE salary (page 5), benefits base salary (pages 6-7), primary role (page 8), primary academic appointment (page 9), and a glossary of faculty appointments (pages 10-13).

Overload Draft Definition

The committee recommends that “overload” should be used to describe additional appointments for faculty with existing positions for which the following conditions must be met:

1. The duties/expectations for the overload work are different in scope or amount than those for the employee’s existing appointment;
2. The conditions of this appointment meet the three tests for benefits eligibility:
 - a. There is an expectation of effort
 - b. The duties last one academic term or more
 - c. The terms of compensation are in writing

If any of these conditions are not met, then the additional pay form should be used. If they are all met, the overload appointment can be used and the pay will be considered benefits eligible for retirement purposes. See page 6 for a definition and discussion of benefits base salary.

Recommendations

1. Maintain overload as separate position/appointment in HRIS.
2. Going forward, use overload only in cases where regular full-time faculty are teaching additional courses during the academic year and are being paid additional compensation beyond their base salary.
3. In cases where faculty have additional administrative duties assigned (e.g., department chair, center director, etc.) another non-overload appointment separate from their regular faculty appointment should be used. Overload is purely for cases of additional teaching, beyond the standard expectations of the academic unit employing that faculty member.
4. When used as defined above, the pay under the overload appointment will remain benefits-eligible. Therefore, this appointment will default to object code 0010.
5. Overload represents a commitment of effort. However, given the revised definition of percent FTE and the need to keep total FTE for each individual at 100%, we recommend using a percent full-time of zero and leaving the percent full-time of the faculty member’s other appointments unchanged
6. The existence of the overload appointment does not mean it must be used in every case. It is up to department chair to work out teaching loads and expectations.

Further Action Items and Issues

We still need to review cases where the overload appointment was used for things other than additional teaching (e.g., tuition assistance or housing assistance payments) and those payments were committed to be benefits-eligible. Going forward, such payments will not be treated as benefits-eligible and will be handled through the additional pay mechanism (additional pay form charged to object code 0063). Schools need to be alerted to this policy.

Contract Period (NW_CONTRACT_PD)

Field Located on the following Tables: EMPLOYEES, NW_EMPLOYEES, NW Effort_Hist

Field is Used for:

Reporting purposes, especially effort reporting, in order to calculate “earned” salary when salary is earned differently from how it is paid (i.e., 9 months paid over 12). Note that contract period does NOT affect the distribution of pay (pay distribution is controlled by the Pay Periods field).

Current Definition:

Typically, this has been used to identify the number of months associated with the employee’s expected duration in the position, but has included values greater than 12 (e.g., a visiting faculty member who is expected to remain at NU for 14 months).

Proposed Definition:

The length of time (number of months) a faculty member or other employee is contracted to fulfill the responsibilities of his/her University appointment within a single fiscal year. The number of months is often stated on the individual’s appointment letter. Valid values for this field range from 1 to 12 (months); however, the most common values will be 9, 11, or 12.

- For faculty with appointments in schools and departments other than the clinical departments of the Feinberg School of Medicine, the contract period is typically 9 months. The 9 month period typically coincides with the academic year; that is, mid-September to mid-June.
- For faculty who hold NMFF appointments, the contract period is 12 months (for both the University and NMFF appointments).
- In selected instances, the contract period for faculty may be 11 months. The contract period for nearly all research faculty is 11 months excepting those in the clinical departments of the Feinberg School of Medicine.
- Most other professional employees’ contract periods should be 12 months. In those cases, though the employees’ duties are year-round, paid time off is earned and can be taken at times mutually agreed upon by the employees’ supervisor (see the HR Policy and Procedures Manual and the Staff Handbook for more on paid time-off).
- Some professional employees may have a contract period that is less than 12 months. In those cases, typically the individual is on leave during the summer.
- Note that a separate contract period value must be entered for each position/appointment held by an employee. Even if a position is a courtesy appointment, a valid contract period should be entered.
- Faculty with a 9 month contract period for their academic appointment may also hold a separate administrative appointment with a 12 month contract period. Examples of such administrative appointments could include department chair, associate dean, or center director.
- Graduate students’ contract periods will vary depending upon the terms of the specific position. Typically, these will be based on the number of academic months assigned to the position (i.e., either 3, 6, 9, or 12).
- Visiting faculty and other visiting positions and teaching appointments in the School of Continuing Studies or Summer Session are examples of (non-student) instances in which the contract period may be something other than 9, 11, or 12 months.

Are there Additional Fields Needed in HRIS No

NW FULL TIME PCT (Percent full time)

Entry Location: Position/ Appointment Form

Field Located on the following Tables: EMPLOYEES, NW_EMPLOYEES

Field is used for:

Percentage full time field is used for the determination of full or part time benefits eligibility. Also used for a variety of other reporting purposes.

Current Definition:

Must be completed for all paid exempt staff and faculty appointments. All appointments for academic full time faculty in the Medical School should be included, whether paid by NU or by another entity. For staff, percent full time is calculated based on the salary of a job divided by total salaries for all jobs. For faculty appointments, percentage full time is determined at the school level, based on the equivalent full time workload for the specific school.

Guidelines for revised definition:

- Each paid appointment/record should have a value entered in the percent full-time field
- Percent full-time for all paid employee appointments should add up to their total percentage worked and should be greater than zero but never more than 100%.
- For faculty joint appointments and NMFF appointments, percent full-time will usually follow the pay proportion.
- Faculty with joint appointments between schools will have these fields determined by the appropriate schools.
- Academic full time faculty members in the Medical School will have a percentage full time in all appointments even if the source of funds is from a different entity.
- The percent full time for faculty administrative appointments will be determined by the school or center based on the required workload for the particular school.

A percent full-time of zero is acceptable for the following appointments:

- Courtesy appointments
- Other appointments with an expected effort and pay of zero
- Overload appointments

From a process perspective, the percent full-time should be entered for each record and then summed for the individual employee. This will allow benefits eligibility to be determined based on all records.

Are there Additional Fields Needed in HRIS No

Change in current practice: The total percent time of all appointments for paid employees must be greater than zero and never more than 100%.

Issues: There is no relationship between this field, which is filled in prospectively, and the quarterly effort reports required from those working on sponsored projects, which are retrospective. However, the relationship between this field and two proposed new fields, Primary Role and Primary Academic Appointment, needs review.

FTE Salary

Entry Location:

Field Located on the following Tables: EMPLOYEES, NW_EMPLOYEES

Field is Used: Primarily for reporting purposes such as the AAUP and COFHE faculty salary surveys and IPEDS reporting.

Current Definition:

Exempt staff – multiply monthly rate by 12

Faculty – multiply monthly rate by 12

Non-exempt staff – multiply hourly rate by 75 then by 26.1 pay periods

Most often the field is calculated to sum all current compensation.

Proposed Definition:

Full-time-equivalent salary represents the current salary rate expressed as if the employee is full-time, regardless of his/her actual percent full-time. For staff, the current definition works reasonably well. However, for faculty it should be clarified that this field should normally be the 9-month salary base, again expressed in full-time terms regardless of the faculty member's actual percent full-time. The same definition holds if the contract period is 11 or 12 months.

Data in this field should be relatively static, changing primarily because of changes from the annual merit increase. For example, if a faculty member receives an appointment in addition to his or her regular 9-month appointment, the FTE salary field should not be changed. It also should not be changed for leaves or phased retirement. Faculty with appointments in separate schools may have two different FTE salary bases for the faculty appointment in each.

The field is required for all benefits-eligible employees. However, this field does not represent all compensation. Separate queries can be used against the monthly, hourly pay, or annual salary fields to answer questions about total compensation.

The FTE salary field uses the standard of 37.5 hours in order to normalize non-exempt salaries for reporting purposes. For non-exempt staff working a different schedule than 37.5 hours a week (40 hours or less than 37.5) the FTE salary field will differ from the annual salary field. If an individual's actual yearly compensation is needed, the annual salary field should be used.

Are there Additional Fields Needed in HRIS No

Annual Benefits Base

Entry Location: Job – Benefit Program Participation

Field Located on the following Tables:

Job Data
NW Employees

Field is Used by: Benefits
Payroll
Schools/Departments

Systems or SQRs Accessing this Field or using values

Position/Appointment Form
Benefits

Current HRIS Definition: To determine the base:

Biweekly employee: Hourly salary x Scheduled Hours x 2 x Scheduled Pay Periods

Monthly employee: Total monthly salary(ies) for all benefit eligible position(s) x scheduled pay periods

Grad students/Temps: Leave blank

For biweekly employees, the definition is the hourly rate multiplied by the scheduled hours multiplied by 2 multiplied by the scheduled pay periods. For monthly employees, the definition is the total monthly salaries for all benefit eligible jobs multiplied by 12.

Proposed Definition: The Annual Benefits Base is the amount used primarily in the calculation of group and optional life insurance and short and long term disability coverage. This should only include base salary as of initial hire, promotion, or annual salary increase.

The primary criterion for including any type of compensation in the benefit base is that it should be stable, meaning that the compensation will be delivered over at least a one-year period. Otherwise, the benefit base, and therefore the employee's insurance coverages, would be changing continually as the employee's compensation changes. Compensation that is for a commitment of effort, with sufficient duration, would be included in the benefits base.

The calculation of the University's contribution to an employee's retirement fund is based on earnings codes. Earnings codes that are eligible for the retirement match but not the benefit base would include summer salary and teaching overload payments. The primary criteria for determining what compensation is eligible for the retirement match is whether the compensation is for a commitment or expectation of effort, and whether there is an agreed-upon rate of pay in writing. In contrast to the compensation counted in the benefits base, these payments may be delivered over a shorter period of time (typically, anywhere between one academic quarter and one full year).

Appointments that have no effort associated with them, such as the Charles Deering McCormick Professor/Lecturer awards, housing supplements and tuition supplements, should not be included in the benefits base nor considered as eligible for the retirement match.

Annual Benefits Base (continued)

Background information on Annual Benefits Base Definition

The annual benefits base should represent the income that is to be protected in the case of death or disability. It is used to determine coverage for life-insurance and long-term disability (LTD). Premiums for PPO plan A are based on salary tiers, and salary is calculated from this field for the premium calculation. Contributions to the retirement program are now driven by earnings codes, not benefit base salary.

We needed to define what types of income need to be protected and therefore should be included in the benefits base. There does not seem to be an issue in calculating benefits base for staff. The majority of our efforts were focused on faculty with multiple appointments to determine if any or all appointments should be included in the annual benefits base.

Earnings from summer salary and teaching for summer session are included in the contributions to the retirement fund but are **not** included in calculations for life insurance, LTD, and PPO plan A premiums.

We discussed at length the types of additional appointments that faculty hold, such as department chair, director, and residential college master, as well as additional pay that faculty receive to determine if the earnings should reasonably be included in the benefits base.

We began excluding certain types of income from the benefits base. These were things such as housing supplements, tuition supplements, awards and incentive bonuses. As these do not represent a commitment of effort we did not feel that they should be included.

After much discussion, we came up with a two-part test to determine if compensation should be included in the benefits base:

- 1) Is the employee eligible for benefits? If their percent full-time is less than 50%, then their benefits base = 0.
- 2) For a benefits eligible individual, does the pay represent a contractual salary commitment (i.e., is there an agreed-upon rate of pay which is in writing)? This excludes the other types of non-salary pay discussed above that are disbursed using additional pay.

We reviewed the language from the benefits plan documents to determine what types of earnings were already explicitly included or excluded from the plans. The plan documents have fairly broad definitions of compensation so that we believe our proposed definition of annual benefits base does not conflict with them, nor do the plan documents need to be modified.

Primary Role and Primary Academic Appointment Overview

Most employees at Northwestern have a single appointment. This single appointment represents the employee's primary function (i.e. Program Assistant 2 in Political Science, Professor in Mechanical Engineering, etc.). This single appointment resides on record 0 in the job table of HRIS.

Currently, in HRIS, for employees with multiple appointments it is not possible to identify an employee's primary function or role. It is also not possible to identify a faculty member's "home" academic appointment. We define the home department as the department that is responsible for taking the lead in promotion and tenure matters, disciplinary actions, salary decisions, etc.

To address these issues, we propose to add fields that can be used to identify the Primary Role and the Primary Academic Appointment. These fields will probably reside on the Job table.

Primary Role

Primary Role Indicator identifies the primary job responsibility of an employee. For example, a faculty member may have three appointments – department chair, academic advisor and professor. The majority of the faculty member's workload is as a professor. Thus, in this example, the professor appointment is the primary role. In other example, the Dean of the Graduate School, who also has a faculty appointment, spends a majority of his/her time functioning as the dean, and thus dean is his/her primary role. If the dean were to step down and returns to faculty duties, their primary role would switch to that of their appointment as a professor.

We propose the following rules to determine primary role (for new hires go to #9 below):

- 1 - Does the person have multiple appointments?
If no, their only appointment is their Primary Role.
If yes, proceed to # 2
- 2 – Are any of the appointments a NMFF or VA appointment?
If yes, this appointment cannot be a Primary Role; proceed to # 3
If no, proceed to # 3
- 3 – Are any of the appointments more than 50% full-time in terms of commitment (work load)?
If yes, this would be the Primary Role
If no, proceed to # 4
- 4 - Does any one of the appointments have a higher percent full-time than the others?
If yes, this would be the Primary Role
If no, proceed to # 5
- 5 – Is the percent full-time equal across all appointments?
If yes, proceed to # 6
If no, refer to questions # 2, # 3 and # 4 above
- 6 – Are these equal appointments all faculty appointments?
If yes, proceed to # 7
If no, proceed to # 8

7 – Consult with the school’s dean’s office or the Provost’s Office to identify the Primary Academic Appointment. The Primary Role for this person will be the same as the Primary Academic Appointment.

8 – Are there more than two appointments?

If yes, proceed to # 9

If no, the faculty appointment will be the Primary Role

9 –Refer to the initial appointment letter to determine if a Primary Academic Appointment was identified at the time of hire or contact the Provost’s Office.

Primary Academic Appointment

The Primary Academic Appointment record in the job table of HRIS contains attributes modifying the faculty member’s academic appointment. In cases where the faculty member has more than one faculty appointment, the primary appointment is granted by the home department. This is the department that is responsible for taking the lead in promotion and tenure matters, as well as disciplinary actions and salary decisions.

A faculty member holds tenure in a school, not a department. However, departments are responsible for faculty appointments and affairs. Thus, when new faculty receive an offer from Northwestern that involves appointments in more than one department or school, the primary academic department (home department) should be identified in the offer letter.

Offer letters to new tenure-track faculty who will have appointments in more than one department or school MUST include an explanation of how the tenure process will be handled, including which school or department will take the lead in the process. The one that takes the lead is the Primary Academic Appointment, even in cases where appointments are 50/50.

We propose the following rules to determine primary academic appointment:

1 - Does the faculty member hold more than one faculty/academic/officer of instruction appointment?

If no, the single academic appointment is the Primary Academic Appointment

If yes, proceed to # 2

2 – Are any of the appointments a NMFF or VA appointment?

If yes, this appointment cannot be a Primary Academic Appointment; proceed to # 3

If no, proceed to # 3

3 - Are any of the academic appointments more than 50% full-time in terms of commitment (work load)?

If yes, the one that is greater than 50% would be the Primary Academic Appointment

If no, proceed to # 4

4 - Are any of the academic appointments greater in percent full-time than the other(s)?

If yes, this would be the Primary Academic Appointment

If no, proceed to # 5

5 – Are the academic appointments equal in percent full-time?

If yes, proceed to # 6

If no, refer to # 3 above

6 – Consult with the school’s dean’s office or the Provost’s Office to identify which school or department was named as the “home” or Primary Academic department at the time of hire.

Glossary of Faculty Appointments (See Matrix on Page 12 for Summary)

Academic full-time – This category is only used for Medical School faculty. Their appointments are split between NU and another entity such as, NMFF, CMH or NMH. At any given time, they could be unpaid at NU (pay group “OTH”). Faculty members holding these appointments are expected to teach in clinics and participate in resident training. Even if they are unpaid, their benefit code is “FTF”.

Administrative Faculty – Faculty holding administrative appointments such as Center Director or Chair in addition to their academic appointments have the position category of “ADF”.

Adjunct – These appointments are not tenured or tenure-track faculty. Adjuncts are generally not full-time and typically have a primary job outside of academia. Adjuncts do not have the whole range of faculty responsibilities; focus is on teaching, generally not on scholarship. They are generally expected to hold the terminal degree in the field. In HRIS, the position category is “ADJ”.

Clinical – Clinical appointments are a subset of regular faculty appointments. In the Medical School, the modifier of “Clinical” in the faculty title indicates that the faculty member is less than full-time. In the other schools that have established clinical tracks (Kellogg School of Management, Law School, and the Medill School of Journalism), the “Clinical” modifier is generally used for full-time faculty who are non-tenure track; who are typically practicing professionals brought in to help bring professional experience and perspective to the curriculum. The term is also used to distinguish the positions from tenured and tenure-track faculty. Clinical faculty are not necessarily expected to hold the terminal degree in the field. Their duties are more focused on teaching rather than research. They are identified in HRIS through job title rather than position category.

Continuing Studies and Summer Session – These instructor appointments are designated by position categories of “UNC” or “SUM” respectively. See below for details.

Object code	Job code/title	Description
0020	SCS Faculty	NU benefits-eligible faculty who also teach in SCS AY classes
0040	SCS Lecturer	Adjunct faculty who are not benefits-eligible leading a class in SCS*
0079	SCS Instructor	A student registered at NU who leads a class in SCS
0079	Student assistant	A student registered at NU (UG, grad or prof) who assists a SCS class
0040	Visiting student	A student assistant who is not registered for classes at NU
0020	Summer Sess Faculty	NU benefits-eligible faculty who also teach in Summer Session
0040	Summer Sess Lecturer	adjunct faculty who are not benefits-eligible leading a class in Summer Session*
0079	Summer Sess Instructor	a student registered at NU who leads a class in Summer Session
0079	Student assistant	a student registered at NU (UG, grad or prof) who assists a class in Summer Session
0040	Visiting student	a student assistant who is not registered for classes at NU
0079	Instructor (S)	a student registered at NU who leads a class in a school other than SCS or Summer Session

*Note: adjuncts who become benefits eligible will be charged to 0010 as an override in HRIS using the same job code.

Contributed service – Faculty appointment granted to medical staff who participate in Medical School academic activities without compensation from an approved Medical School source (VA, CMH, NMFF, NMH, RIC). In HRIS, the position category is “CNT”.

Coterminous – Identifies faculty appointments that are granted in conjunction with another, typically non-faculty, appointment. The non-faculty appointment is primary. Therefore, the faculty

appointment terminates if the other appointment is terminated. In the Medical School, a graduate medical student may hold an appointment as Chief Medical Resident and be granted an appointment as a coterminous instructor. The faculty appointment must end when the appointment as Chief Medical Resident ends. Typically, the coterminous faculty appointment is unpaid and carries no expectation of effort. It is similar to the courtesy appointment except for the dependent relationship to the primary appointment. In HRIS, the position category is “COT”.

Courtesy appointment – No expectation of effort and unpaid. Individuals receiving a courtesy appointment will generally have another, paid appointment at NU. The courtesy appointment is strictly to afford certain rights and privileges. Typically, these rights do not include teaching or the right to vote in departmental meetings. The appointments are not tenurable. In HRIS the appointments have a position category of “REG” and a pay group “OTH”, but this does not uniquely identify them.

Emeritus – A faculty member who retires from Northwestern after reaching age 55 and who generally has a minimum of 10 years of continuous service. Nominations to emeritus status require approval of the Board of Trustees. In HRIS, position category is “EME”. Emeritus faculty are always unpaid; paid appointments should be established under the “emeritus in service” category.

Endowed Chair – This designation is used in addition to a regular faculty appointments to track faculty who are appointed to named professorships. These positions should be created in addition to regular faculty appointments, and the faculty member’s pay should be reflected on that regular appointment; the endowed chair appointments should always be unpaid except for McCormick professorships. There are also some existing endowed chairs that were created using the old procedures. The position category is “END”

Joint appointment – Describes cases where a faculty member is appointed in more than one separate academic unit (typically, two departments, which may or may not be in different schools). Each unit provides some amount of pay, and the faculty member in turn expends some portion of total effort in that unit. The faculty member has voting rights and generally teaching responsibilities in each department. In HRIS, these faculty members have regular paid faculty appointments (not including NMFF) in different departments. There is no designated position category for joint appointments

NMFF Member – This designation is used for Feinberg faculty who are also paid for clinical work as members of the Northwestern Memorial Faculty Foundation. The position category is “NMFF”.

Overload – See definition and discussion on page 2.

Regular Faculty – These faculty are identified as officers of instructions in the ranks of Professor, Associate Professor, Assistant Professor, Associate, Senior Lecturer, College Lecturer, Lecturer, College Fellow, and Instructor.

In HRIS the position category “REG” is used unless the faculty member falls into one of the categories of ADF, ADJ, CNT, COT, EME, END, NMF, OVR, RES, SUM, UNC, or VIS. These are defined in this glossary and in the matrix below.

If a faculty member is paid, their pay group will be “MON” and if they are unpaid it will be “OTH”. Generally full-time faculty will have a benefit code of “FTF” and part-time faculty a benefit code of “PTF”. However, Lecturers have staff benefits (either “FTS” or “PTS”) and faculty without benefits have a code of “NBN”.

A subset of regular faculty are tenure-line faculty. In HRIS they are identified by a tenure status = A, D, or T.

Research – These appointments are approved by the Office for Research. Research faculty members do not teach, and are not to be supported on appropriated funds. They are typically supported only on sponsored funding, and are appointed to pursue research solely. Generally they must hold the terminal degree in the field and are independent investigators who are evaluated in terms of their scholarly achievements. Research faculty almost always must have paid appointments. Unpaid research faculty appointments are generally only approved for those individuals employed by other institutions formally affiliated with Northwestern University (e.g., ENH, CMIER, Rehabilitation Institute, etc.) and involved in collaborative research with Northwestern investigators in Northwestern facilities. In HRIS, the position category = “RES”.

Visiting faculty – These are generally faculty with appointments at another academic institution. Appointments may range in duration from one to 36 months. May be paid or unpaid, but are usually paid. Generally there is some expectation of service for the University, often specialized teaching. In HRIS, the position category is “VIS”.

Visiting scholar – These appointments are approved by the Office for Research. They are generally sponsored or employed elsewhere, usually other universities, industry, or government, but are at Northwestern for short periods, normally one year or less, to work with Northwestern faculty to learn research techniques, to use specialized facilities, or to collaborate with faculty investigators. Visiting scholars are normally unpaid visitors, but, occasionally, they may be paid through the University payroll system. They may not teach and there is no expectation of service for the University. In HRIS, they are coded as position type of “NON” and position category of “VSC”.

Faculty HRIS Matrix

Appointment	Record #	Position-Type	Position-category	Pay group	Benefit Code	Additional Criteria
Academic Fulltime		FAC	REG	OTH	FTF	Feinberg only
Adjunct		FAC	ADJ	MON or OTH	varies	
Administrative Faculty	>0	FAC	ADF	MON or OTH	varies	
Clinical		FAC	REG or CNT	MON or OTH	varies	Defined by "Clinical" in job title
Continuing Studies		FAC	UNC	MON	varies	
Contributed Service		FAC	CNT	OTH	Usually NBN	Feinberg only
Co-terminous	>0	FAC	COT	MON or OTH	Depends on non-faculty appt	
Courtesy	>0	FAC	REG	OTH	depends on paid appts	Generally must have another paid faculty appointment
Emeritus		FAC	EME	OTH	NBN or CBN	
Emeritus in service		FAC	EME	MON	NBN or CBN	
Endowed Chair	>0	FAC	END	OTH	Depends on paid faculty appt	Some existing as 0 records
Joint		FAC	REG	MON	FTF or PTF	Multiple paid appointments in different non-NMFF departments
NMFF Member	> 0	FAC	NMF	NMF	FTF	Feinberg only
Overload	> 0	FAC	OVR	MON	FTF	Job code 103248
Regular		FAC	REG	MON	FTF or PTF	Tenure-line: Tenure status= A, T, or D
Research		FAC	RES	MON or OTH	FTF, PTF, or NBN	some unpaid in Feinberg
Summer Session		FAC	SUM	MON	varies	
Visiting		FAC	VIS	MON or OTH	varies	
Visiting Scholar		NON	VSC	OTH	Usually NBN	Occasionally are paid

Career Tracks for Full-Time Faculty Members (from FSM web site)

Note: These are not currently identifiable in HRIS and do not relate to any other definitions, other than the Clinician track, which is identifiable by having “clinical” in the faculty title (that rule only holds for those who have been on the faculty less than 15 years; faculty here longer than 15 years did not follow the same rules for the use of the “clinical” modifier in their faculty title).

Four career tracks are offered for full-time regular faculty members: Investigator, Investigator-Clinician, Clinician-Investigator, and Clinician. The Investigator and Investigator-Clinician pathways are tenure tracks; the Clinician-Investigator and Clinician career tracks are non-tenure tracks.

The **Investigator** track is designed for scientists who do not have clinical or other service responsibilities and who will spend most of their time performing original, independent research. These faculty members will have teaching requirements that can be satisfied by graduate research training and/or medical student education.

The **Investigator-Clinician** track is designed for physicians or other health care professionals who will devote 50% or more of their time to original, independent research. In addition to teaching responsibilities, these faculty members will have clinical or other service responsibilities, but the time and effort devoted to service will generally be limited. The criteria for promotion will be weighted accordingly.

The **Clinician-Investigator** track is designed for physicians or other health care professionals who will spend at least half of their time in clinical or other service activities. Distinguished performance in clinical affairs or service is expected. In addition to teaching responsibilities, these faculty members will pursue original research, but the time devoted to research will be more limited (<50% time) than for a faculty member on the Investigator-Clinician track.

The **Clinician** track is designed for physicians, or other health care professionals, who will spend most of their time in service, usually in clinical activities, including the teaching and training of health professionals. Scholarly activity is encouraged in the full-time faculty members appointed to this track. In many cases, this will involve work with clinical trials, the analysis and reporting of clinical experience, or collaboration on research projects directed by other faculty members. In addition to teaching performance, advancement will depend on the achievement of clinical expertise and reputation, as well as participation and leadership in community and professional activities. (Includes contributed service).

Full-time, regular faculty who have not yet selected one of the 4 designated career tracks for regular faculty are undifferentiated with regard to career track.