

# Administrative and Professional Faculty Guidelines

## **Administrative Faculty**

Administrative Faculty positions are generally senior administrators who perform work related to the management of the educational and general activities of the university, for at least fifty percent (50%) of their work. Typically, administrative faculty serve in executive leadership roles such as vice president, provost, dean, assistant or associate vice president or dean, assistant or associate vice provost. Other administrative faculty roles can include (1) those responsible for the administrative direction of separately designated divisions or departments of institutional activity; (2) positions whose primary responsibility is to attract external funds; or (3) positions that are characterized by active, continuing involvement in formulating, interpreting and implementing institutional policy, and exercise substantial independence, authority and discretion in areas such as program planning, design and allocation of resources. The organizational reporting relationship for administrative faculty is normally not lower than three levels below Executive Council positions.

Qualifications criteria:

- Must have an advanced degree or training and work experience at a level that equates to an advanced degree; a master's degree is the typical minimum qualification. Equivalent experience generally includes 6+ years' [Director level experience](#) or 10+ years' experience in field.
- Must regularly exercise discretionary actions, professional discretion and judgement.
- Typically have responsibility for supervision and evaluation of a significant number of staff and/or professional faculty, and budgetary responsibility for their unit or a substantive program

## **Professional Faculty**

Typical professional faculty positions are librarians, counselors, coaches, physicians, lawyers, engineers and architects. Other professional positions may support education, research, University Life and other such activities. Professional faculty positions must require the incumbent to regularly exercise professional discretion and judgment and to produce work that is intellectual and varied and is not standardized.

Qualifications criteria:

- Must have an advanced degree or training and work experience at a level that equates to an advanced degree; although a master's degree is the typical minimum qualification, this category also includes individuals with a bachelor's degree and professional training or certifications critical to their fields. In some cases, individuals with substantial professional level experience or expertise that equates to the minimum educational qualifications may be considered.
- Must perform the duties and responsibilities associated with this category 50 percent or more of the time.
- Must regularly exercise professional discretion and judgement.
- The work must be intellectual and varied in character and should not be standardized or routine tasks and activities.

More information is available in the [A/P Faculty Handbook](#).