

**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							
<b>SHRA POSITIONS</b>											
SHRA, All	NO	NO	NO	NO	NO	NO	Hiring Authority	Positions may be "time-limited".		<a href="http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_126.html">www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_126.html</a> <a href="http://www.oshr.nc.gov/Guide/Policies/policies.htm">http://www.oshr.nc.gov/Guide/Policies/policies.htm</a>	
<b>EHRA POSITIONS</b>											
<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>											
<b>FACULTY POSITIONS, Regular (Tenured &amp; Tenure-Track)</b>											
<b>Tenured</b>											
Professor	NO	NO	NO	NO	NO	NO				<a href="http://policies.ncsu.edu/policy/pol-05-20-01">http://policies.ncsu.edu/policy/pol-05-20-01</a>	
Associate Professor	NO	NO	NO	NO	NO	NO		No contracts applicable for professors and assoc professors with permanent tenure			
<b>Non-Tenured, Tenure Track</b>											
Professor	n/a	n/a	n/a	n/a	n/a	n/a			Not applicable. All full professors must have tenure	<a href="http://policies.ncsu.edu/policy/pol-05-20-01">http://policies.ncsu.edu/policy/pol-05-20-01</a>	
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	<a href="http://policies.ncsu.edu/policy/pol-05-20-01">http://policies.ncsu.edu/policy/pol-05-20-01</a>	
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.	<a href="http://policies.ncsu.edu/policy/pol-05-20-01">http://policies.ncsu.edu/policy/pol-05-20-01</a>	
<b>Non-Tenured, Pre-Tenure Track</b>											
Instructor	NO	YES	NO	YES	NO	NO	Department Head reviews and recommends to Dean 1) appt as Assistant Professor or 2) end probationary appointment		Initial probationary term = 1 year. Can have up to 1 further successive 1-yr probationary term.	Will become an Asst Professor upon completion of terminal degree ("ABD") <a href="http://policies.ncsu.edu/policy/pol-05-20-01">http://policies.ncsu.edu/policy/pol-05-20-01</a>	
<b>FACULTY POSITIONS, NTT (Non-Tenure Track)</b>											
<b>Adjunct Faculty</b> <i>Part-time, UNPAID appointment of a person employed primarily outside NCSU, or a part-time appointment of an NCSU employee for duties outside primary responsibilities.</i>											
Professor	NO, unless Dean exception	NO	NO	NO	YES	YES, unless Dean contract	Promotion allowed at time of subsequent appointment w/recommendation from DVF & Dept Head, to the Dean, who approves	If contract (by Dean exception), contract term may not exceed three years.		<a href="http://policies.ncsu.edu/regulation/reg-05-58-01">http://policies.ncsu.edu/regulation/reg-05-58-01</a> <a href="http://policies.ncsu.edu/regulation/reg-05-20-34">http://policies.ncsu.edu/regulation/reg-05-20-34</a>	
Associate Professor	NO, unless Dean exception	NO	NO	NO	YES	YES, unless Dean contract					"
Assistant Professor	NO, unless Dean exception	NO	NO	NO	YES	YES, unless Dean contract					"
<b>Clinical Faculty</b> <i>Appointment with a principal responsibility in clinical practice or clinical research</i>											
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		<a href="http://policies.ncsu.edu/regulation/reg-05-20-34">http://policies.ncsu.edu/regulation/reg-05-20-34</a>	
Associate Professor	YES	NO	YES	NO	NO	NO					"
Assistant Professor	YES	NO	YES	NO	NO	NO					"
<b>Extension Faculty</b> <i>Appointment with a principal appointment in extension and engagement</i>											
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		<a href="http://policies.ncsu.edu/regulation/reg-05-20-34">http://policies.ncsu.edu/regulation/reg-05-20-34</a>	
Associate Professor	YES	NO	YES	NO	NO	NO					"
Assistant Professor	YES	NO	YES	NO	NO	NO					"

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	Fixed-Term Contract	Probationary Contract	Fixed-Term Contract	Probationary Contract	Appointment Allowed?	Appointment Required?						
<b>Faculty of the Practice</b> <i>Appointment with a principal responsibility in design practice or design research</i>												
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		<a href="http://policies.ncsu.edu/regulation/reg-05-20-34">http://policies.ncsu.edu/regulation/reg-05-20-34</a>		
Associate Professor	YES	NO	YES	NO	NO	NO					" " " "	
Assistant Professor	YES	NO	YES	NO	NO	NO					" " " "	
<b>Research Faculty</b> <i>Appointment with a principal responsibility in research</i>												
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		<a href="http://policies.ncsu.edu/regulation/reg-05-20-34">http://policies.ncsu.edu/regulation/reg-05-20-34</a>		
Associate Professor	YES	NO	YES	NO	NO	NO					" " " "	
Assistant Professor	YES	NO	YES	NO	NO	NO					" " " "	
<b>Teaching Faculty</b> <i>Appointment with a principal responsibility in teaching</i>												
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		<a href="http://policies.ncsu.edu/regulation/reg-05-20-34">http://policies.ncsu.edu/regulation/reg-05-20-34</a>		
Associate Professor	YES	NO	YES	NO	NO	NO					" " " "	
Assistant Professor	YES	NO	YES	NO	NO	NO					" " " "	
<b>Visiting Faculty</b> <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>												
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	<a href="http://policies.ncsu.edu/regulation/reg-05-20-34">http://policies.ncsu.edu/regulation/reg-05-20-34</a>		
Associate Professor	YES	NO	YES	NO	NO	NO						" " " "
Assistant Professor	YES	NO	YES	NO	NO	NO						" " " "
Unpaid Visiting	<b>under review</b>	NO	<b>under review</b>	NO	<b>under review</b>	<b>under review</b>						" " " "
<b>Librarians</b>												
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		<a href="http://policies.ncsu.edu/regulation/reg-05-20-34">http://policies.ncsu.edu/regulation/reg-05-20-34</a>		
<b>Lecturers</b>												
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		<a href="http://policies.ncsu.edu/regulation/reg-05-20-34">http://policies.ncsu.edu/regulation/reg-05-20-34</a>		
Sr Lecturer	YES	NO	YES	n/a	NO	NO					" " " "	
<b>Field Faculty</b> <i>Extension employees holding the title of Associate Agent or Agent (Assistant Extension Agents are EPA professionals)</i>												
Extension Agent	YES	NO	YES	n/a	NO	NO		Up to five consecutive years (all ranks) Subsequent contract allowed, not to exceed 5 years		<a href="http://policies.ncsu.edu/regulation/reg-05-20-34">http://policies.ncsu.edu/regulation/reg-05-20-34</a>		
Assoc Extension Agent	YES	NO	YES	n/a	NO	NO					" " " "	
<b>Federal Personnel w Acad Rank</b>												
	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.		<a href="http://policies.ncsu.edu/regulation/reg-05-20-34">http://policies.ncsu.edu/regulation/reg-05-20-34</a> <a href="http://policies.ncsu.edu/policy/pol-05-20-01">http://policies.ncsu.edu/policy/pol-05-20-01</a>		

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	Fixed-Term Contract	Probationary Contract	Fixed-Term Contract	Probationary Contract	Appointment Allowed?	Appointment Required?				
<b>EHRA Non-Faculty</b>										
<b>SAAO - Tier I (Chancellor, Provost, Vice Chancellors, Deans)</b>										
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		<a href="http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1">http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1</a> <a href="http://policies.ncsu.edu/regulation/reg-05-15-01">http://policies.ncsu.edu/regulation/reg-05-15-01</a>
<b>SAAO - Tier II (Associate &amp; Assistant Vice Chancellors; Associate &amp; Assistant Deans; Vice Provosts, Assistant &amp; Associate Vice Provosts, and other administrative positions that have been expressly approved by the UNC Board of Governors)</b>										
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		<a href="http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1">http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1</a> <a href="http://policies.ncsu.edu/regulation/reg-05-15-01">http://policies.ncsu.edu/regulation/reg-05-15-01</a>
Dir of Athletics	YES	NO	NO	NO	YES	NO	Contract for > 1 yr req's BOT; certain contract terms require BOG approval			<a href="http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=314&amp;added=1">http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=314&amp;added=1</a>
<b>EHRA Non-Faculty - Instructional Category (focus on academic mission of the University; e.g., Academic Advisors, Counselors, Practicum Supervisors, Academic and Curriculum Coordinators, Athletics Coaching &amp; Athletics Management, etc.)</b>										
EHRA-Instr	NO*	NO	NO	NO	YES	NO		* Typically At-Will. Contract approval Provost/VC OK		<a href="http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1">http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1</a> <a href="http://policies.ncsu.edu/regulation/reg-05-15-01">http://policies.ncsu.edu/regulation/reg-05-15-01</a>
Asst Extension Agents	YES	NO	YES	NO	NO	NO				<a href="http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1">http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1</a> <a href="http://policies.ncsu.edu/regulation/reg-05-15-01">http://policies.ncsu.edu/regulation/reg-05-15-01</a>
Head Coaches	YES	NO	NO	NO	YES	NO	Contract for > 1 yr req's BOT; certain contract terms require BOG approval			<a href="http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=314&amp;added=1">http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=314&amp;added=1</a>
<b>EHRA - Research Category (focus on research mission of the University; Research Assistants, Research Associates, Research Scholars, Senior Research Scholars, Principal Research Scholars, &amp; Visiting Scholars)</b>										
EHRA-Research, All	NO*	NO	NO	NO	YES	NO		* Typically At-Will. Contract approval Provost/VC OK		<a href="http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1">http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1</a> <a href="http://policies.ncsu.edu/regulation/reg-05-15-01">http://policies.ncsu.edu/regulation/reg-05-15-01</a>
<b>EHRA - Public Service Category (focus on public service mission of the University; Extension Assistants, Extension Associates, Extension Specialists, Associate State Leaders, Extension Agents, etc.)</b>										
EHRA-Public Service, All	NO*	NO	NO	NO	YES	NO		* Typically At-Will. Contract approval Provost/VC OK		<a href="http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1">http://www.northcarolina.edu/apps/policy/index.php?pg=vs&amp;id=255&amp;added=1</a> <a href="http://policies.ncsu.edu/regulation/reg-05-15-01">http://policies.ncsu.edu/regulation/reg-05-15-01</a>
<b>Post Docs</b>										
Post Docs, All	NO	NO	NO	NO	YES	YES	Must have been awarded a Ph.D. or equivalent doctorate (e.g., M.D., D.V.M., Sc.D.) in an appropriate field & no more than five (5) years prior to the appointment. If the hiring official wishes to offer the postdoctoral appointment to an applicant whose Ph.D. was awarded more than five years prior to the appointment, the Director of the Office of Postdoctoral Affairs (OPA) must approve the appointment.	All appointments may total no more than 5 years cumulatively.		<a href="http://policies.ncsu.edu/regulation/reg-10-10-08">http://policies.ncsu.edu/regulation/reg-10-10-08</a>

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LATEST VERSION AVAILABLE ON HR'S WEBSITE @ <http://www.fis.ncsu.edu/hr/forms/employment/atwill-chart.pdf>

DISCLAIMER: While we make every effort to present this information accurately and timely, this document is a summary overview. That means it may become out of date if underlying policies change, and it means that lots of details, explanations, and qualifiers are left out.

It is intended only to provide general guidance, and you should not rely upon it as a complete or binding explanation of University policies or regulations. If this summary information differs from the language or intent of the formal published laws, policies, or regulations, those documents prevail.