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# Glossary

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**Academic Support.** The general functions of the university that support and enhance education. Includes libraries, museums, graduate school, and dean's offices.

**Administrators.** Employees who have primary responsibility for management of the institution or specific departments or subdivisions. Examples include the president, vice presidents, deans, and directors of major administrative units.

**Admitted Student.** Students who are formally admitted to university degree or certification programs.

**Auxiliaries.** Departments or subunits that offer services to students and members of the faculty and staff for a fee, without support from state general fund appropriations. Examples include housing, dining halls, student health center, student union, printing, and parking.

**Classified Employees.** Employees who, under state law, are not appointed with faculty rank or are specifically exempted. They are governed by rules and regulations published and administered by the Personnel Division of the Executive Department of the State of Oregon and/or by the terms and conditions of collective bargaining agreements.

**Clerical, Secretarial.** Employees whose assignments are typically clerical or secretarial in nature. Examples include bookkeepers, clerk typists, payroll clerks, and library clerks.

**Courtesy Appointments.** Academic rank appointments offered on a purely courtesy basis. No salary or wages are involved.

**Faculty.** The faculty designation includes instructional, research, adjunct, and visiting faculty members. Adjunct faculty are members who hold regular positions outside the university (e.g., physicians, lawyers, architects) and who are temporarily hired for teaching, research, or service to make use of their special talents or knowledge. Visiting faculty are members who come to the university from another institution for an appointment of a year or less, sometimes to fill a temporary vacancy.

**Graduate Assistants.** Graduate assistants include teaching assistants, who teach in the classroom, lead discussion sessions, and grade student work, and research assistants, who are paid from research grants to work on faculty research projects.

**Instruction.** Units of the university that offer courses and teach students are included in the category.

**Instructional Faculty.** Faculty members responsible for the instructional programs who hold the rank of professor, associate professor, assistant professor, instructor, lecturer, research associate, research assistant, or the equivalent of any of these academic ranks. Does not include graduate teaching assistants or graduate research assistants.

**Non-Admitted Student.** Students who are not admitted to university degree or certification programs. Enrollment is limited to a maximum of eight credit hours per term. Non-admitted students usually take courses through the Community Education Program.

**Officers of Administration.** Employees whose primary assignments are administrative tasks related to the operation of the university. They are appointed to fixed-term contracts of one or two years and are not eligible for tenure within their administrative roles.



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**Operating Support.** Provides administrative support for the university. Includes the president's and vice presidents' offices, business office, human resources, affirmative action, public safety, mail services, and archives.

**Other Professionals.** Employees whose assignments require either a college degree or specialized professional training, but whose principal activities are administrative rather than instructional. Examples include librarians, accountants, coaches, lawyers, and counselors.

**OUS Defined Peers.** Institutional members of the American Association of Universities (AAU) that have been selected by the Oregon University System (OUS) as comparators for the University of Oregon as a whole.

**Public Service.** Activities of faculty and staff members and students that involve sharing their knowledge, skills, and expertise with individuals and groups outside the university. Includes local and state government service, consulting, internships, and voluntary participation.

**Research, Institutes.** Activities in the area of academic research. Includes research centers, institutes, and research supported activities.

**Research Faculty.** Faculty members whose principal activity is research, who hold the rank of professor, associate professor, assistant professor, instructor, lecturer, research associate, research assistant, or the equivalent of any of these academic ranks. Does not include graduate teaching assistants or graduate research assistants.

**Service and Maintenance.** Principal work of employees whose duties include contributing to the comfort, convenience, and hygiene of personnel and the student body and contributing to the upkeep and care of buildings, facilities, or grounds of the institutional property. Examples include custodial personnel, groundskeepers, security personnel, and construction laborers.

**Skilled Crafts.** Principal work of employees whose assignments require special manual skills and comprehensive knowledge, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Examples include electricians, carpenters, and typesetters.

**Student Affairs.** Principal activity of units that assist or advise students. Examples include student affairs, counseling center, international student affairs, financial aid and scholarships office, registrar's office, admissions office, and athletic education assistance.

**Student Employees.** Students who work on campus as regular student employees or work-study employees. Regular student employees are paid from the department's budget and are not a part of the Student Work-Study Program. Work-study employees are a part of the Student Work-Study Program. They must apply for and accept their financial aid packages; work-study is included as part of their package. The larger share of work-study student wages are paid from federal sources.

**Technical, Para-Professional.** Employees whose assignments require specialized knowledge or skills that may be acquired at a two-year technical institute or community college or through equivalent on-the-job training. Examples include computer programmers or operators, drafters, engineering aides, and licensed practical nurses.

**Temporary Appointments.** Support staff members who typically work less than six months, sometimes as seasonal employees.