

## Titles, Definitions and Uses of Special Payroll Titles

<b>ACADEMIC SPECIALIST</b>	<b>ACADEMIC TECHNICIAN</b>
Compensation Type: Stipend	Compensation Type: Hourly
Job Code: 6001UP	Job Code: 6001UH
Bargaining Unit: Unrepresented	Bargaining Unit: Unrepresented

To be used for those who support the teaching function for credit courses and perform duties such as: grading papers, exams or labs, proctoring, tutoring, developing course curriculum and giving guest lectures. Due to the nature of the work, appointment dates should coincide with the semester dates. This title is not to be used for graduate students performing these duties (please use Graduate Instructional Specialist during Winter Intersession/Summer Session only).

- Semester dates (fall, spring, summer and intersession)
- Appointment should be hourly unless a current regular payroll employee or a retiree
- CBC required
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#)

<b>ADJUNCT FACULTY</b>
Compensation Type: Stipend
Job Code: 5004UP
Bargaining Unit: AAUP

This title is used for individuals employed by the University part-time as Instructor of Record during the academic year, winter session, May term and summer session for credit courses, up to a maximum of eight (8) credits per semester. UCPEA employees hired to teach as Instructor of Record also use this title.

- Semester dates (fall, spring, summer and intersession)
- Paid at current AAUP contractual credit rate
- If UCPEA Professional, dual employment form is required
- CBC required
- Online Orientation required <http://hr.uconn.edu/neo-info/>
- Offer Letter: Corresponding Adjunct Template listed under Teaching Appointments  
<http://hr.uconn.edu/sp-offer-letters-forms/>

<b>ASSISTANT PROFESSOR IN RESIDENCE</b>
Compensation Type: Gratis
Job Code: 2003UP
Bargaining Unit: Unrepresented

To be used for an outside appointee, with a terminal degree, who is applying for or developing a grant, and is assessed by the academic department to meet all the criteria for an appointment to the faculty rank. This title is to acknowledge individuals who teach or supervise students at the University for no compensation (gratis).

- No set dates
- Offer Letter: [Gratis Appointment Invitation](#)

<b>ASSISTANT RESEARCH PROFESSOR</b>
Compensation Type: Stipend or Gratis
Job Code: 2001UP
Bargaining Unit: Unrepresented

To be used for temporary, non-tenure track faculty appointments paralleling regular faculty ranks. Faculty members in these titles are primarily responsible for research and may serve as Principle Investigator on a grant. These positions carry no formal teaching obligations, although qualified individuals may on occasion be requested to teach courses in a department.

- No set dates
- Must be less than 50% or gratis
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>ASSISTANT RESEARCH SCIENTIST</b>
Compensation Type: Stipend or Gratis
Job Code: 8002UP
Bargaining Unit: Unrepresented

This title is generally used for an outside appointee who is working on a grant as a principal investigator. Research credentials should be consistent with research credentials equivalent to this faculty rank. Appointee is generally not expected to have formal responsibility for training students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50% or gratis
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>ASSISTANT RESEARCH SCHOLAR</b>
Compensation Type: Stipend or Gratis
Job Code: 8008UP
Bargaining Unit: Unrepresented

To be used for an outside appointee associated with the conduct of self-supported research. Individuals holding these titles are expected to apply for grants as Principal Investigators and support their own research activities through such grants. The title applies to individuals with research credentials equivalent to those of faculty but who are not expected to have formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50% or gratis
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>ASSOCIATE PROFESSOR IN RESIDENCE</b>
Compensation Type: Gratis
Job Code: 3003UH
Bargaining Unit: Unrepresented

To be used for an outside appointee, with a terminal degree, who is applying for or developing a grant, and is assessed by the academic department to meet all the criteria for an appointment to the faculty rank. This title is to acknowledge individuals who teach or supervise students at the University for no compensation (gratis).

- No set date
- Offer Letter: [Gratis Appointment Invitation](#)

<b>ASSOCIATE RESEARCH PROFESSOR</b>
Compensation Type: Stipend or Gratis
Job Code: 3001UP
Bargaining Unit: Unrepresented

To be used for temporary, non-tenure track faculty appointments paralleling regular faculty ranks. Faculty members in these titles are primarily responsible for research and may serve as Principle Investigators on a grant. For the most part, these positions carry no formal teaching obligations, although qualified individuals may on occasion be requested to teach courses in a department.

- No set dates
- Must be less than 50% or gratis
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>ASSOCIATE RESEARCH SCHOLAR</b>
Compensation Type: Stipend or Gratis
Job Code: 8001UP
Bargaining Unit: Unrepresented

To be used for an outside appointee associated with the conduct of self-supported research. Individuals holding these titles are expected to apply for grants as Principal Investigators and support their own research activities through such grants. The title applies to individuals with research credentials equivalent to those of faculty but who are not expected to have formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50% or gratis
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>ASSOCIATE RESEARCH SCIENTIST</b>
Compensation Type: Stipend or Gratis
Job Code: 8009UP
Bargaining Unit: Unrepresented

This title is generally used for an outside appointee who is working on a grant as a principal investigator. Research credentials should be consistent with research credentials equivalent to this faculty rank. Appointee is generally not expected to have formal responsibility for training students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50% or gratis
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>CLINICAL SUPERVISOR</b>
Compensation Type: Stipend
Job Code: 7002UP
Bargaining Unit: Unrepresented

This title is to be used for inside appointees, with or without a terminal degree, who supervise clinical practica. This title is to acknowledge individuals who teach or supervise students in clinical programs at the University.

- No set dates
- CBC required
- Offer letter: [All Special Payroll Titles – Non-Faculty Appointments](#)

<b>GRADUATE INSTRUCTIONAL SPECIALIST</b>
Compensation Type: Stipend
Job Code: 7015UP
Bargaining Unit: GEU-UAW

To be used by graduate students during winter intersession, May term and summer session, who are not the teacher of record but who have related responsibilities and/or work under the supervision of an instructor for credit courses.

Graduate students in this title shall be appointed at an FTE percentage equivalent commensurate with the nature of the duties performed and paid at least the minimum Adjunct per credit rate for the credit equivalent according to the following schedule:

GA FTE Percentage Equivalent	Credit Equivalent
100%	3
67%	2
33%	1

- i. 1 Credit: This is the most common level and shall include basic support for a course, including, but not limited to, overseeing a single lab section, overseeing a single discussion section, acting as a grader for a course, or providing basic support to an online course.
- ii. 2 Credit: This is a less common level and shall include support to a course which exceeds the basic level of support provided at the 1-credit level, including but not limited to, leading a lab section and grading writing for a Q/W course or providing support to an online course whose enrollment cap has been increased significantly from the standard summer class size.
- iii. 3 Credit: This is the least common level and shall include support to a course which includes the full range of activities typical of and at the level of an IOR, including, but not limited to, providing support to an online course whose enrollment has been intentionally set at least 15 students higher than the standard summer class size.

- CBC required
- Dual employment form is not required during winter intersession if working within a Graduate Assistant Teaching appointment during the fall semester
  - Dual employment form is required if working within any other compensated appointment at the same time including student payroll
  - Offer Letter: [Graduate Instructional Specialist](#)

<b>GRADUATE SPECIAL PAYROLL LECTURER</b>
Compensation Type: Stipend
Job Code: 7014UP
Bargaining Unit: GEU-UAW

This title is used for graduate students who are hired as the instructor of record to teach part-time during winter intersession, May term and summer session only. Must complete course section in Special Payroll authorization and indicate if teacher of record or team teaching.

- Compensation must be paid at least the value of the minimum per-credit rate for an adjunct instructor via bi-weekly stipends
- CBC required
- Dual employment form is not required during winter intersession if working within a Graduate Assistant Teaching appointment during the fall semester
- Dual employment form is required if working within any other compensated appointment at the same time including student payroll
- Offer Letter: [Graduate Special Payroll Lecturer](#)

<b>GRADUATE STUDENT TECHNICIAN</b>
Compensation Type: Stipend
Job Code: 7013UP
Bargaining Unit: GEU-UAW

To be used for temporary research work by graduate students during winter intersession, May term and summer session only.

- Dates must fall within the winter, May Term and summer session dates. Duration of appointment term is between 2 and 12 weeks.
- Departments do not need to match the percentage of appointment during the preceding academic year. The percentage of appointment may be adjusted depending on the requirements associated with the position and available funding. Departments are encouraged, but not required, to appoint Grad Student Techs at the same percentage and length as the preceding academic year.
- The biweekly stipend rate must be at least equivalent to the stipend rate received during the preceding academic year. See Article 21 on page 17 of the collective bargaining agreement. [Collective Bargaining Agreement](#)
  - For example: if performing research during the regular 2016-2017 AY with a biweekly stipend of \$1,140.64 and now is anticipated to be hired during the summer session for two weeks at 100% employment, then the employee should receive the equivalent biweekly compensation to that of the regular AY. If full compensation cannot be met then either the percentage of employment/hours per week and duration of appointment

must be adjusted for the hire to be approved. This can occur by reducing hours to 10 hours per week at 50% employment or shortening the duration instead.

- Dual employment form is required during winter intersession if a Graduate Assistant during fall semester or if working within any other compensated appointment at the same time including student payroll.
- Offer Letter: [Graduate Student Technician](#)
- To assist in calculations of the adjusted biweekly stipend and the total allotment please utilize this payroll calculator [http://payroll.uconn.edu/PY/for\\_departments/special\\_grad\\_calculator.php](http://payroll.uconn.edu/PY/for_departments/special_grad_calculator.php)

<b>INSTRUCTIONAL SPECIALIST</b>
Compensation Type: Stipend
Job Code: 6003UP
Bargaining Unit: Unrepresented

To be used for instructors during the academic year, winter intersession, May term and summer session, who are not the teacher of record but who have related responsibilities and/or work under the supervision of an instructor for credit courses. The primary example is lab and/or discussion section instruction, and supervising non-traditional courses such as independent studies, practica, etc. Due of the nature of the work, appointment dates should coincide with the semester dates.

The course section must be completed on the payroll authorization and have no restrictions on credit limit per semester.

- This title is not eligible for use by graduate students (if performing these duties during winter intersession/summer session then please see Graduate Instructional Specialist).
  - Semester dates for all other employees (fall, spring, summer or intersession)
- Course information is required.
- CBC required
- Offer letter: [Instructional Specialist](#)

<b>INTRA-UNIVERSITY CONSULTANT</b>
Compensation Type: Stipend
Job Code: 5005UP
Bargaining Unit: Unrepresented

Title used by faculty members engaged in University sanctioned activity that involves consulting at remote operations including corporate sites. Such activities must be approved by the dean of the school/college, and the Provost as described in the [Policy on Extra Compensation](#) for full-time Faculty in AAUP.

- No set dates
- Must be a current full time faculty member
- Offer Letter for Faculty: [All Special Payroll Titles – Faculty Appointments](#)

<b>PERFORMANCE SPECIALIST</b>	<b>PERFORMANCE TECHNICIAN</b>
Compensation Type: Stipend	Compensation Type: Hourly
Job Code: 6010UP	Job Code: 6010UH
Bargaining Unit: Unrepresented	Bargaining Unit: Unrepresented

To be used for those who perform or support performances at the University, such as actors, stage managers, directors, music directors, choreographers, costume/set designers, carpenters, and costume technicians, etc. This title will predominately be used by the School of Fine Arts, but can be used by other Schools/Colleges when hiring musicians for events, e.g., graduation, etc. This title is not to be used for accompanists that support a credit course nor for graduate students performing these duties.

- No set dates
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#)

<b>PROFESSOR IN RESIDENCE</b>
Compensation Type: Gratis
Job Code: 4002UP
Bargaining Unit: Unrepresented

To be used for an outside appointee, with a terminal degree, who is applying for or developing a grant, and is assessed by the academic department to meet all the criteria for an appointment to the faculty rank. This title is to acknowledge individuals who teach or supervise students at the University for no compensation (gratis).

- No set dates
- Offer Letter [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>PROJECT/PROGRAM SPECIALIST</b>
Compensation Type: Stipend
Job Code: 6009UP
Bargaining Unit: Unrepresented

To be used for those who provide temporary administrative work by directing or coordinating a major University function, program, or project.

- No set dates
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#)
  - Hourly version of this position is Temporary University Specialist



<b>PUBLIC SERVICE SPECIALIST</b>	<b>PUBLIC SERVICE TECHNICIAN</b>
Compensation Type: Stipend	Compensation Type: Hourly
Job Code: 6005UP	Job Code: 6005UH
Bargaining Unit: Unrepresented	Bargaining Unit: Unrepresented

To be used for individuals who provide temporary assistance directed toward the benefit of the community or organizations and individuals external to the University, such as grant projects for Social Services, Seminars, non-credit courses, professional workshops, etc.

- No set dates
- CBC required based on exposure
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#)

<b>RESEARCH PROFESSOR</b>
Compensation Type: Stipend or Gratis
Job Code: 4003UP
Bargaining Unit: Unrepresented

To be used for temporary, non-tenure track faculty appointments paralleling regular faculty ranks. Faculty members in these titles are primarily responsible for research and may serve as Principle Investigator on a grant. For the most part, these positions carry no formal teaching obligations, although qualified individuals may on occasion be requested to teach courses in a department.

- No set dates
- Must be less than 50% or gratis
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>RESEARCH SCHOLAR</b>
Compensation Type: Stipend or Gratis
Job Code: 8003UP
Bargaining Unit: Unrepresented

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principal Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50% or gratis
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>RESEARCH SCIENTIST</b>
Compensation Type: Stipend or Gratis
Job Code: 8004UP
Bargaining Unit: Unrepresented

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principal Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50% or gratis
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>RESEARCH SPECIALIST</b>	<b>RESEARCH TECHNICIAN</b>
Compensation Type: Stipend	Compensation Type: Hourly
Job Code: 8005UP	Job Code: 8005UH
Bargaining Unit: Unrepresented	Bargaining Unit: Unrepresented

To be used for appointees who provide temporary assistance for the research function under grant funding.

- No set dates
- Not for Graduate Students (See Graduate Student Technician)
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Faculty Research Certification](#)
- Compensation for teaching faculty working within this title is calculated using annual salary and appointment term (i.e. 9, 10 or 11 month)

<b>SENIOR RESEARCH SCHOLAR</b>
Compensation Type: Stipend or Gratis
Job Code: 8006UP
Bargaining Unit: Unrepresented

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principle Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50% or gratis
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>SENIOR RESEARCH SCIENTIST</b>
Compensation Type: Stipend or Gratis
Job Code: 8007UP
Bargaining Unit: Unrepresented

To be used for an outside appointee, with or without a terminal degree, who is working on a grant as a Principle Investigator. It applies to individuals with research credentials equivalent to those of faculty but who are not expected to have any formal responsibility for the training of students.

Note: The work of the Research Scientist and the Research Scholar is similar. The choice of whether to use “Scientist” or “Scholar” depends on which is the more commonly used term for the discipline. “Scientist” is usually preferred in the physical or biological sciences and “Scholar” in the humanities.

- No set dates
- Must be less than 50% or gratis
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#) or [Gratis Appointment Invitation](#)

<b>SPECIAL PAYROLL LECTURER</b>
Compensation Type: Stipend
Job Code: 5003UP
Bargaining Unit: Unrepresented

This title is used for University faculty hired as the teacher of record to teach part-time. Also used for individuals hired as Instructor of Record to teach at the law school. These appointments must not exceed eight (8) credits per semester.

Must complete course section in Special Payroll authorization and indicate if teacher of record or team teaching. Special Payroll Lecturers in the School of Law are not represented by AAUP, and therefore do not pay dues.

- This title is not eligible for use by graduate students (if performing these duties during winter intersession/summer session then please use Graduate Special Payroll Lecturer).
- Semester dates (fall, spring, summer or intersession)
- Generally paid at current AAUP contractual credit rate
- CBC required for Law School SPLs
- Orientation required for Law School SPLs
- Offer Letter for Law School SPLs: [Law School Special Payroll Lecturer](#)
- Offer Letter for Faculty: [UConn Faculty Teaching Winter or May Intersession or Summer Session](#)

<b>TEMPORARY UNIVERSITY SPECIALIST</b>
Compensation Type: Hourly
Job Code: 6006UH
Bargaining Unit: Unrepresented

To be used for temporary professional employment work, such as work related to Student Services, Athletics, Theater Productions, Registration, Counselor, Web/Graphic Design, and Interviewers, etc.

- No set dates
- Job duties must be above and beyond general clerical work
- Offer Letter: [All Special Payroll Titles – Non-Faculty Appointments](#)
  - Stipend version of this title for Faculty/Staff or rehired retirees is Project/Program Specialist

<b>TEMPORARY WORKER RETIREE</b>
Compensation Type: Hourly
Job Code: 6007UH
Bargaining Unit: Unrepresented

Rehired retirees that were in the Classified State Service and reemployed to assist with temporary administrative, seasonal or project based work for up to a maximum of 120 days (960 hours) in a calendar year.

- No set dates although duration within one appointment can't cross Calendar Years
- Must have hourly rate that at least meets minimum wage
- Compensation limited to retiree policy
  - Using the hourly rate at time of retirement X by 75% = maximum hourly rate
  - Using the maximum hourly rate X 960 hours = maximum allotment per calendar year

