

ABOUT FACULTY AND STAFF DATA

UTHSC Faculty and Staff Reports

Faculty and Staff reports are based on a snapshot taken on November 1st of each year.

Employee groups, employment percent (FTE) are defined in detail in the UT System HR0105 - Employment Status policy. The definitions below are summarized.

Employee Groups

Regular Employee (Faculty or Staff) – An employee who is employed for a period that is expected to be 12 months or more. 9-months faculty are included in this group.

Temporary Employee – An employee who is employed for a period that is expected to be less than 12 months.

FTE

FTE is based on employment percent. Employees scheduled to work 40 hours per week are assigned an employment percent of 100%. Those working less than 40 hours are assigned an equivalent part-time percentage.

Tenure Status

For detailed information regarding tenure statuses please refer to the UTHSC Faculty Handbook

Tenured/On Tenure Track – Applies to full time faculty whose appointment covers at least three of the four parts of UTHSC mission (teaching, research/scholarly activity, service and, where applicable, patient care).

Not on Tenure Track – Applies to faculty members whose appointment is limited to one or two parts of the UTHSC mission. These include Clinician Educator Appointment, Research Appointment, and Limited Duration Appointment.

Ineligible for tenure – Generally applies to (1) part-time faculty, (2) full-time or part-time staff who have a secondary faculty appointment, or (3) faculty who have appointments as affiliates or friends of UT/volunteers.

Emeritus – Emeritus is reserved for retired faculty members who hold an honorary faculty appointment. The status is assigned to individuals who have provided distinguished service and achieved recognition for their academic contributions.

Job Categories

The following definitions were adopted from UT System HR0105 - Employment Status policy.

Executive/Administrative – Exempt staff not primarily engaged in academic instruction, research, or service but holding a position of executive, administrative, or managerial responsibility.

Professional – Exempt staff not primarily engaged in academic, instruction, research, or service but holding a position that requires recognized professional achievement acquired either by formal training or equivalent experience.

The following definitions were adopted from the US Equal Employment Opportunity Commission website (<https://www.eeoc.gov/eeoc/statistics/employment/jobpat-eeo1/glossary.cfm>)

Technicians – Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Office and clerical – Includes all clerical-type work regard-less of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft Workers (skilled) – Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, arts occupations, handpainters, coaters, bakers, decorating occupations, and kindred workers.

Service workers – Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.