

## UIC EMPLOYMENT CATEGORIES

<p><b>Academic Professionals</b></p>	<p>Academic Professionals (APs) are members of the academic staff whose positions have been designated by the president and chancellor as meeting specialized administrative, professional, or technical needs, in accordance with Article IX of the University of Illinois Statutes. Academic professionals receive academic contracts issued by the Board of Trustees for term appointments. They are accorded the rights and privileges to other academic employees, except those that apply specifically to members of the academic staff with faculty rank, such as eligibility for tenure. All AP employees must hold at least a bachelor's degree in a field required by the position.</p>
<p><b>Civil Service</b></p>	<p>Civil Service employees provide service and expertise in numerous areas of employment including professional, paraprofessional, clerical, technical, services, and crafts/trades. Civil Service positions are governed in accordance with employment statutes and rules put forth by the Illinois State Universities Civil Service System (SUCSS). Each UIC civil service position is associated with a SUCSS job classification and is filled through a Civil Service testing process or credential assessment. Names of qualified applicants who pass examinations are placed on employment registers in the order of examination score. When there are vacancies, applicants are referred to hiring departments for interviews according to their placement on employment registers.</p>
<p><b>Extra Help</b></p>	<p>Extra Help employees are hired to complete temporary assignments in areas that involve maintenance, professional, service, secretarial, accounting and information technology related responsibilities. Hiring of clerical positions is processed through Extra Help Services in the Human Resources Extra Help office.</p>
<p><b>Faculty and Other Academic</b></p>	<p>Faculty members and other academic employees fulfill the teaching, research, and public service mission requirements of the University and pursue career paths within their professional disciplines.</p> <p>Examples of faculty titles are Professor, Associate Professor, and Assistant Professor. Appointments for faculty must be tenure or tenure-track.</p> <p>Examples of Other Academic titles include Clinical Associate, Instructor, Lecturer, Research Associate, and Teaching Associate. These positions are non-tenured/non-tenure-track.</p>
<p><b>Graduate Assistant</b></p>	<p>Graduate Assistants are graduate students who are employed at the University. There are three types of graduate assistants:</p> <p>Graduate Assistants:</p> <ul style="list-style-type: none"> <li>• Duties are primarily in support of administrative functions of a department/unit.</li> </ul> <p>Research Assistants:</p> <ul style="list-style-type: none"> <li>• Duties primarily involve applying and mastering research concepts, practices or methods of scholarship by such means as conducting experiments and analyzing data, presenting finds in a publication or dissertation, collaborating with faculty in preparing publications</li> </ul> <p>Teaching Assistants:</p> <ul style="list-style-type: none"> <li>• Duties are primarily in support of instruction and educational services such as: leading class discussions, holding lectures, designing course materials, proctoring and grading assignments or exams, holding office hours</li> </ul>

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<b>Graduate Hourly</b>	Graduate students appointed on an hourly basis for temporary special projects. Student must be registered in graduate level course(s) during the duration of their employment. Hours are not pre-determined and may fluctuate every week.
<b>Hourly-Faculty/Clinical/Research (formerly known as Academic Hourly)</b>	Employees include those who are compensated on an hourly basis (with no set percentage appointment of FTE), possess a minimum of a bachelors degree, and are engaged in activities specific to teaching, clinical, or research duties. Hours are not pre-determined and may fluctuate every week.
<b>Fellows (Postdoctoral/Pre-Doctoral)</b>	<p>Postdoctoral Fellows:</p> <ul style="list-style-type: none"> <li>• Postdoctoral Fellows are zero percent, non-benefit eligible appointments awarded to individuals, who have earned their Doctorate or terminal degree. These appointments are strictly research based and are solely contingent on receipt of funding.</li> </ul> <p>Pre-Doctoral Fellows:</p> <ul style="list-style-type: none"> <li>• Pre-doctoral Fellows are zero percent, non-benefit eligible appointments awarded to Graduate students, who have yet to earn their Doctorate or terminal degree.</li> </ul>
<b>Postdoctoral Research Associates</b>	Postdoctoral Research employees are involved in research and have completed their doctorate or terminal degree within the last 5 years. Postdoctoral Research Associates are contractual, term appointments, which should not exceed 5 years.
<b>Graduate Medical/Pharmacy Residents</b>	This is a further stage of graduate medical training. Graduate Medical/Pharmacy Resident appointments are benefits eligible, non-contractual term agreements. These agreements and appointments are initially coordinated by either one of the following: the College of Medicine, the College of Pharmacy, or the Graduate Medical Education (GME) department.
<b>Retiree/Annuitant</b>	Employees who are SURS annuitants and have been approved to be rehired in a temporary basis at the University. Retirees can be rehired in various employment categories. This includes Academic Professional, Civil Service, Extra Help, Faculty, Hourly and Unpaid.
<b>Student</b>	Student employees are students who attend an Illinois state-funded institution and work on campus on a part-time basis. Duties will range however they cannot be hired in lieu of a status Civil Service employee. Students may be employed through the Federal Work Study (FWS) program or through non-FWS funds. In order to work on campus during the fall/spring semester, a student must be enrolled and maintain at least six credit hours throughout the entire term at the UIC campus or at an Illinois State Funded University.
<b>Unpaid</b>	An unpaid appointment indicates a relationship or affiliation with the University but does not specific service requirements. In most cases, these appointments are provided to people outside of the University to reflect an affiliation within University.