



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSB 5.1*

Effective August 13, 2009

[Letter from the President](#)

Position Classification

[Rules and Regulations](#)

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

[Adjunct Handbook](#)

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[Faculty Handbook](#)

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[Staff Handbook](#)

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Policy

Lincoln University shall utilize the framework of the EEO-1 Job Classification Guide as recognized by the U.S. Equal Employment Opportunity Commission and the State of Missouri as a benchmark for LU job classification. Lincoln University has adapted the job classifications to fit its unique higher education workforce. The following job classifications are in effect:

- Administrative Officers
- Administrative Staff
- Academic Administrative Staff
- Academic Faculty
- Professional staff
- Administrative Support Staff
- Technical Staff
- Craft Workers
- Service and Maintenance Staff
- Research/Extension Faculty

The administrative officers of the university shall be the president, vice president for academic affairs, vice president for administration and finance, vice president for student affairs, and vice president for advancement. In recognition of a common interest and of a large area of jurisdictional overlap, the administrative officers shall work diligently to develop and maintain the lateral relationships necessary to foster the exchange of related information and positive professional interaction. The administrative officers shall conduct the following, within their own area of jurisdiction: plan, monitor, coordinate and evaluate on-going programs; make personnel decisions; arbitrate grievances; prepare budget requests and monitor expenditures. They shall call regular and special meetings, set agendas, preside at meetings, and provide ample opportunity for the free discussion of all matters relating to the welfare of their division and of the university. They shall assume other tasks and duties, and undertake such studies as may be requested by the president.

The administrative staff includes, but is not limited to, non-instructional personnel who are directors or heads of specific areas and who are directly responsible to one of the administrative officers. Titles indicative of a member of this category are registrar, librarian, and director. Administrative staff members have the responsibility for supervision and coordination of those directly subordinate to the administrator. The administrative staff member shall have additional duties and responsibilities as may be assigned by the administrative officer governing that area. Administrative staff members have the authority to recommend hiring, terminations, transfers, promotions and assignments of employees. The staff member may adjust or adjudicate grievances or recommend such action as is necessary to resolve a grievance. Responsibilities inherent in this position require the use of independent judgment.

The academic administrative staff includes those persons who carry the titles dean, department head, director for Cooperative Extension, director for Cooperative Research, and director for International Programs. The staff member may be a full-time academic administrator and carry one or more of the above titles, or may hold a dual assignment which is partially administrative and partially academic. For purposes of budgeting and reporting, it is necessary to proportion this type of assignment between the administrative and instructional functions. This shall generally be conterminous with a teaching load reduction for that staff member.

Academic faculty includes persons in the following categories: all personnel who have as their major responsibility the teaching of students enrolled at the university; all personnel who have as their major responsibility the conduct of original research conducted at and published from Lincoln University; those personnel who have as their major responsibility extension or community education planning, programming, coordinating or evaluation.

Professional staff includes persons whose assignments require either a college degree or experience of such kind, and amount as to provide a comparable background. Professional staff includes all staff members requiring specialized professional training who would not be reported under administrative or academic staff (as listed above) and who should not be classified under any of the four "non-professional" categories of activities which follow. Professional staff includes, but is not limited to, doctors, nurses and accountants with a degree or certification in their field; public relations personnel with degrees in journalism, English or related fields; and counselors with degrees in counseling, guidance or related fields. Professional staff shall perform the tasks for which they are qualified and to which they are assigned.

Administrative support staff includes persons whose jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; dispatchers; data entry operators; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.

Technical staff includes persons whose jobs require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification or comparable experience is required. Examples of these types of positions include: research technicians or computer technicians.

Craft workers includes persons whose jobs includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers, brick and stone masons, carpenters, electricians, painters (both construction and maintenance) and plumbers.

Service and maintenance staff includes persons whose jobs include grounds upkeep, cleaning service, personnel service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of service positions include: cleaners; janitors; and groundskeepers. An example of a protective service position would include: public safety officers.



University Human Resource Services
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