

FLORIDA GULF COAST UNIVERSITY IN-UNIT FACULTY SPECIFICATIONS

9001	Professor
9002	Associate Professor
9003	Assistant Professor
9014	Instructor I
9024	Instructor II
9034	Instructor III
9005	Lecturer
9009	Eminent Scholar
9053	University Librarian
9054	Associate University Librarian
9055	Assistant University Librarian
9115	Coordinator
9120	Associate In
9121	Assistant In
9126	Program Director
9166	Research Associate
9173	Academic Advisor I
9174	Academic Advisor II
9175	Academic Advisor III
B1xx	Counselor/Advisor (xx denotes rank) Administrative Assignment
G1xx	Program Director (xx denotes rank) Administrative Assignment
N1xx	Coordinator (xx denotes rank) Administrative Assignment

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: PROFESSOR
CLASS CODE: 9001

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

Responsible for teaching, research, service, and related administrative activities.

Responsible for academic advising.

May represent the university, college/school, or department/unit on university and/or Statewide committees.

MINIMUM QUALIFICATIONS

Doctoral degree from an accredited institution or the highest degree appropriate in the field of specialization with a demonstrated record of achievement in teaching, academic research, and service.

Normally will have produced creative work, professional writing or research in refereed and other professional journals, and be a recognized authority in the field of specialization.

Must meet university criteria for appointment to the rank of Professor.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: ASSOCIATE PROFESSOR
CLASS CODE: 9002

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

Responsible for teaching, research, service, and related administrative activities.

Responsible for academic advising and related activities.

May represent the university, college/school, or department/unit on university and/or Statewide committees.

MINIMUM QUALIFICATIONS

Doctoral degree from an accredited institution or the highest degree appropriate in the field of specialization with a demonstrated record of achievement in teaching, academic research, and service.

Normally will have produced creative work, professional writing or research in refereed and other professional journals.

Must meet university criteria for appointment to the rank of Associate Professor.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: ASSISTANT PROFESSOR
CLASS CODE: 9003

DESCRIPTION

Responsible to a Chair or other appropriate higher level administrator of a State university.

Responsible for teaching, research, service, and related administrative activities.

Responsible for academic advising and related activities.

May represent the university, college/school, or department/unit on university and/or Statewide committees.

MINIMUM QUALIFICATIONS

Doctoral degree from an accredited institution or the highest degree appropriate in the field of specialization with a demonstrated record of achievement in teaching, academic research, and service.

Must meet university criteria for appointment to the rank of Assistant Professor.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: INSTRUCTOR I
CLASS CODE: 9014

DESCRIPTION

Responsible to a Chair or other appropriate administrator.

Responsible for teaching, service, and related activities.

May be responsible for professional development activities/research and/or academic advising and related activities.

May represent the university, college/school, or department/unit on university and/or Statewide committees.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties.

Must meet University and college criteria for appointment to the level of Instructor I.

Effective: September 18, 2007

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: INSTRUCTOR II
CLASS CODE: 9024

DESCRIPTION

Responsible to a Chair or other appropriate administrator.

Responsible for teaching, professional development activities/research, service, and related activities.

May be responsible for academic advising and related activities.

May represent the university, college/school, or department/unit on university and/or Statewide committees.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties.

Normally will have demonstrated record of achievement in teaching and service activities at an institution of higher education.

Must meet University and College criteria for appointment to the level of Instructor II.

Effective: September 18, 2007

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: INSTRUCTOR III
CLASS CODE: 9034

DESCRIPTION

Responsible to a Chair or other appropriate administrator.

Responsible for teaching, professional development activities/research, service, and related activities.

May be responsible for academic advising and related activities.

May represent the university, college/school, or department/unit on university and/or Statewide committees.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties.

Normally will have demonstrated record of achievement in teaching, professional development/research, and service at an institution of higher education.

Must meet University and College criteria for appointment to the level of Instructor III.

Effective: September 18, 2007

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: LECTURER
CLASS CODE: 9005

DESCRIPTION

Responsible to a Chair or other appropriate higher level administrator of a State university.

Responsible for teaching and related activities.

May be responsible for academic advising and related activities.

May represent the university, college/school, or department/unit on university and/or Statewide committees.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties.

Must meet university criteria for appointment to the rank of Lecturer.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: EMINENT SCHOLAR
CLASS CODE: 9009

DESCRIPTION

Responsible to a Chair or other appropriate higher level administrator of a State university.

The appointee shall occupy an endowed chair established within the university.

Responsible for teaching, research, or service, and related activities.

May be responsible for academic advising and related activities.

MINIMUM QUALIFICATIONS

Doctoral degree from an accredited institution or the highest degree appropriate in the field of specialization with a demonstrated record of achievement in academic research, teaching, and service. The appointee is recognized as a foremost scholar in the appointee's area of expertise.

The appointee shall hold the qualifications of the rank of Professor or be equivalently qualified.

The appointee shall serve as an Eminent Scholar at the discretion of the President.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
FACULTY CLASS: LIBRARIAN
FACULTY CODE: 9053

DESCRIPTION

Responsible to a Department Chair/Head or other appropriate administrator at a State university.

Participates in developing, interpreting, and implementing policies and programs related to the growth and acquisition of library collections and access to information in all formats.

Assists faculty members and other staff in research, curriculum, and instruction in academic program planning.

Participates in State and national professional associations and activities.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution in library science and appropriate experience as a professional librarian consistent with university guidelines.

A distinguished record of service in the profession including publications, professional association activity, research, or other major contributions to the field.

Must meet university criteria for appointment to the rank of Librarian.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
FACULTY CLASS: ASSOCIATE LIBRARIAN
FACULTY CODE: 9054

DESCRIPTION

Responsible to a Department Chair/Head or other appropriate administrator of a State university.

Participates in developing, interpreting, and implementing policies and programs related to the growth and acquisition of library collections and access to information in all formats.

Assists faculty members and other staff in research, curriculum, and instruction in academic program planning.

Participates in State and national professional associations and activities.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution in library science and appropriate experience as a professional librarian consistent with university guidelines.

Evidence of professional growth through publication, association activities, or other contributions to the field.

Must meet university criteria for appointment to the rank of Associate Librarian.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
FACULTY CLASS: ASSISTANT LIBRARIAN
FACULTY CODE: 9055

DESCRIPTION

Responsible to a Department Chair/Head or other appropriate administrator of a State university.

Participates in developing, interpreting, and implementing policies and programs related to the growth and acquisition of library collections and access to information in all formats.

Assists faculty members and other staff in research, curriculum, and instruction in academic program planning.

Participates in State and national professional associations and activities.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution in library science and appropriate experience as a professional librarian consistent with university guidelines.

Evidence of professional growth through publication, association activities, or other contributions to the field.

Must meet university criteria for appointment to the rank of Assistant Librarian.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: COORDINATOR
CLASS CODE: 9115

DESCRIPTION

Responsible to a Dean or other appropriate administrator of a State university.

Responsible for coordinating the academic and/or administrative activities of an academic program or unit.

May assist with developing and administering the budget for the academic program or unit.

May be responsible for advising and/or counseling activities and, in the case of cooperative educational programs, placing students participating in such programs.

May coordinate the recruitment, selection, appointment, and evaluation of employees.

Serves on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: ASSOCIATE IN
CLASS CODE: 9120

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

Responsible for assisting professorial staff with teaching, research and/or service activities or assisting in professional academic responsibilities which are directly related or supplemental to the instructional/academic mission of the department/unit.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution in an appropriate area of specialization and three years of related professional experience; or a bachelor's degree in an appropriate area of specialization and five years of related professional experience.

Consistent with university guidelines, qualifying experience and/or training may substitute for the degree requirement for some positions assigned to this class.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: ASSISTANT IN
CLASS CODE: 9121

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

Responsible for assisting professorial staff in teaching, research, and service activities which are directly related or supplemental to the instructional/academic mission of the department/unit.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution in an appropriate area of specialization, or a bachelor's degree in an appropriate area of specialization and three years related professional experience.

Consistent with university guidelines, qualifying experience and/or training may substitute for the degree requirement for some positions assigned to this class.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: PROGRAM DIRECTOR
CLASS CODE: 9126

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

Responsible for administering a contract, grant, interdisciplinary center, institute, bureau, or program.

May be responsible for developing and administering the operating budget.

Responsible for developing, implementing, administering, and evaluating operating policies and procedures.

Responsible for the recruitment, selection, appointment, evaluation, and training of employees.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: RESEARCH ASSOCIATE
CLASS CODE: 9166

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

Responsible for defining problem areas within the functional area to which assigned. Outlines research programs and projects, analyzes statistical and other data, and provides appropriate recommendations to address and eliminate problem areas.

May be assigned teaching duties.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution with demonstrated record of academic research achievement, or professional qualifications in the field of specialization above those which would be equivalent to the highest degree.

Must meet university criteria for appointment to the rank of Research Associate.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: ACADEMIC ADVISOR I
CLASS CODE: 9173

DESCRIPTION

Responsible to a Chair or other appropriate administrator.

Responsible for academic advising/instruction, service, and related activities.

Responsible for maintaining appropriate records and evaluations of students.

May be responsible for professional development/scholarship.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Masters degree from an accredited institution in an appropriate discipline or a bachelor's degree from an accredited institution in an appropriate discipline and two (2) years of appropriate experience at an institution of higher education.

Must meet University and College criteria for appointment to the level of Academic Advisor I.

Effective: September 18, 2007

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: ACADEMIC ADVISOR II
CLASS CODE: 9174

DESCRIPTION

Responsible to a Chair or other appropriate administrator.

Responsible for academic advising/instruction to students within a college, professional development/scholarship, service, and related activities.

Responsible for maintaining appropriate records and evaluations of students.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Masters degree from an accredited institution in an appropriate discipline and four (4) years of academic advising or appropriate experience at an institution of higher education; or a bachelor's degree from a regionally accredited institution in an appropriate discipline and six (6) years of academic advising or appropriate experience at an institution of higher education.

Normally will have demonstrated record of achievement in academic advising/instruction and service at an institution of higher education.

Must meet University and College criteria for appointment to the level of Academic Advisor II.

Effective: September 18, 2007

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY CLASS SPECIFICATION
CLASS TITLE: ACADEMIC ADVISOR III
CLASS CODE: 9175

DESCRIPTION

Responsible to a Chair or other appropriate administrator.

Responsible for academic advising/instruction to students within a college, professional development/scholarship, service, and related activities.

Responsible for maintaining appropriate records and evaluations of students.

Responsible for service on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Doctoral degree from an accredited institution and appropriate experience, or Masters degree from an accredited institution and eight (8) years of appropriate experience, and demonstrated record of achievement in academic advising/instruction, professional development/scholarship, and service at an institution of higher education.

Must meet University and College criteria for appointment to the level of Academic Advisor III.

Effective: September 18, 2007

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: ACADEMIC ADVISOR
ADMINISTRATIVE CODE: B1xx

DESCRIPTION

Responsible to a Chair or other appropriate administrator.

Responsible for academic advising to students within a college.

Responsible for maintaining appropriate records and evaluations of students.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines.

Effective: September 18, 2007

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: PROGRAM DIRECTOR
ADMINISTRATIVE CODE: G1
FGCU CLASS CODE: G1xx

DESCRIPTION

Responsible to a Chair or other appropriate administrator of a State university.

Responsible for administering a contract, grant, interdisciplinary center, institute, bureau, or program.

May be responsible for developing and administering the operating budget.

Responsible for developing, implementing, administering, and evaluating operating policies and procedures.

Responsible for the recruitment, selection, appointment, evaluation, and training of employees.

May serve on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Effective: May 13, 2003

FLORIDA GULF COAST UNIVERSITY
GENERAL FACULTY ADMINISTRATIVE TITLE SPECIFICATION
ADMINISTRATIVE TITLE: COORDINATOR
ADMINISTRATIVE CODE: N1
FGCU CLASS CODE: N1xx

DESCRIPTION

Responsible to a Dean or other appropriate administrator of a State university.

Responsible for coordinating the academic and/or administrative activities of an academic program or unit.

May assist with developing and administering the budget for the academic program or unit.

May be responsible for advising and/or counseling activities and, in the case of cooperative educational programs, placing students participating in such programs.

May coordinate the recruitment, selection, appointment, and evaluation of employees.

Serves on appropriate policy and advisory committees.

MINIMUM QUALIFICATIONS

Demonstrated, successful academic or administrative experience consistent with university guidelines. Incumbent may be required to hold faculty rank in order to be eligible for appointment to this administrative title. If faculty rank is required, must possess qualifications appropriate to the rank to which assigned.

Effective: May 13, 2003