

**ARIZONA BOARD OF REGENTS
POLICY MANUAL**

6-301

General Provisions and Definitions for Conditions of Service for Academic and Service Professionals

Revision Dates

9/27/2018, 12/7/2012, 4/30/2009, 8/17/2005, 12/2/1983 (adopted; effective 7/1/1984)

ARTICLE C. PROFESSIONAL EMPLOYEES

A. General

These Conditions of Service for Academic and Service Professionals shall constitute the policy under which Academic and Service professional employees of the Arizona Board of Regents are employed. Each notice of appointment for such employees shall incorporate this policy by reference and shall provide that acceptance of the notice of appointment is recognition that this policy constitutes the conditions of employment. The board shall not be bound by, nor does it adopt or incorporate herein, the interpretations, policies, or recommendations of other organizations, except as approved by the board.

The board is charged by law to exercise control and supervision of the state universities and their property. Any authority delegated by the board is always subject to its ultimate authority. The board retains the right of periodic review and modification of all aspects of governance of the state universities, and the right to enact such rules, regulations, policies, and orders as it deems proper.

It is recognized that individual Academic and Service professional employees may hold multiple appointments. The total of which for all appointments can be no more than one full time equivalent. Other appointments may be to positions subject to conditions other than the Conditions of Service for Academic and Service Professionals.

B. Definitions

1. "Academic Year" shall mean the period commencing and ending with each university's academic calendar.
2. "Academic Professional Employee(s)" shall mean those employees designated by the notice of appointment as "Academic Professional employee(s)," who are non-classified employees involved with research or teaching programs who require professional and intellectual freedom and who report to a person below the level of Vice President, including librarians, cooperative extensionists, museum curators, and researchers.

3. "Appointment" shall mean employment for a period as specified in a Notice of Appointment. The term includes the initial appointment and all subsequent appointments, reappointments, or renewals of appointments.
4. "Board" shall mean the Arizona Board of Regents.
5. "Day" shall mean calendar day, except that where the last day of any time period set forth in this document falls on a Saturday, a Sunday or a university-recognized holiday, then the time period shall run until 5:00 p.m. of the next day which is not a Saturday, a Sunday or a university-recognized holiday.
6. "Discriminatory Action" means an employment action that constitutes discrimination as provided in ABOR Policy 1-119 on the basis of a protected class, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation or gender identify.
7. "Fiscal Year" shall mean the period commencing on each July 1 and ending on the following June 30.
8. "Limited Appointment" shall mean an appointment for a term less than a fiscal or academic year.
9. "Multiple-year Appointment" shall mean an appointment as an academic professional employee for a period of more than 1 academic or fiscal year, but not more than 3 academic or fiscal years.
10. "Notice of Appointment" shall mean the document by which an appointment is made and which is signed by the president or the president's designee.
11. "President" shall mean the president of the appropriate university or the president's designated representative, and the executive director of the Board of Regents.
12. "Professional and intellectual freedom" shall mean the right and responsibility to exercise judgment within the standards of the employee's profession. Professional and intellectual freedom is defined as "academic freedom" for those employees involved in teaching and/or research.
13. "Service Professional employee(s)" shall mean those employees designated by the notice of appointment as "Service professional employee(s)" who are non-classified employees whose professional activities support the mission of the Board of Regents and the universities in one or more of the following ways: applying specialized, technical or

advanced knowledge or experience that typically requires formal advanced education; performing creative, innovative, or imaginative work providing middle to upper level management of operations through the direct leadership of personnel; having significant impact on the selection of employees, compensation, or evaluation of employees; planning and effectiveness of the work environment; making independent decisions in matters of significance at the university's request, and who exercise professional discretion and expertise.

14. "Renewal" means the process by which an appointment is extended for an additional period.
 15. "University" means the University of Arizona, Arizona State University, Northern Arizona University, or any other university under the jurisdiction of the Arizona Board of Regents.
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Policy History

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| 12/2/1983 | Approved by the Board on second reading to be effective 7/1/1984. |
| 8/17/2005 | Policy revision approved by the Board on second reading. |
| 4/30/2009 | Policy revision approved by the Board on second reading. |
| 12/7/2012 | Policy revision approved by the Board on second reading. |
| 9/27/2018 | Policy revised to reflect "Executive Director" of the Board in place of "President." |

Related Information