University Policy 7280

Professional Staff Employees – Definition and Employment Contracts

Effective Date

October 1997

Last Revision Date

March 2013

Responsible Party

Vice President and Chief Financial Officer, (208) 426-1212
Human Resources, (208) 426-1616

Scope and Audience

This policy applies to all professional staff University employees.

Additional Authority

Idaho State Board of Education Policy, Section II.F.
Idaho State Board of Education Policy, Section II.H.

1. Policy Purpose

To define professional staff employees and outline contract terms.
2. Policy Statement

This policy broadly outlines contract terms for professional staff employees at Boise State University. All professional staff employees, and the terms of their employment contracts, are subject to applicable policies of the University and the Idaho State Board of Education (SBOE).

3. Definitions

3.1 Professional Staff

Personnel employed with employment contracts filling permanent administrative positions who are:

a. Administrative/non-teaching faculty who in their positions and activities are governed by professional policies;

b. Exempted from the personnel rules of the State Division of Human Resources/Idaho Personnel Commission;

c. Not designated official faculty, adjunctive faculty, or visiting professor on their signed contracts; and

d. Categorized by the State Board of Education (SBOE) Policies as “Non-classified Employees.”

3.2 Reduced Contract

A contract whose term length is shorter than its predecessor. This does not include contracts that are shortened because of an employee’s transfer, promotion, or position change; in these instances, the new shorter contract is considered an amendment to the annual contract in effect.

4. Responsibilities and Procedures

4.1 Employment Contracts

a. Professional staff serve pursuant to an employment contract. While there is no continued expectation of employment beyond a current term of a contract, the university must give notice of non-renewal in writing in accordance with SBOE policy, which provides for notification at least sixty (60) days prior to termination of the employment contract with the following exceptions:
(i.) At least thirty (30) days notification prior to termination of employment contracts applies to:

- Coaches and assistant coaches.
- Employees paid from grant funds or sponsored project funds.

(ii.) At least thirty (30) days prior to non-renewal of employment contracts applies to employees who:

- During the course of an annual contract renewal process received a notice of non-renewal and then a reduced contract offer, and accepted the offer and are employed under the terms of the reduced contract, or

- Are working under the terms of their first employment contract with the university and the contract is less than twelve (12) months [unless the contract is the result of a classification change from Classified to Professional, in which case the employee is subject to the sixty (60) day notification provision].

b. All professional staff employees are subject to dismissal during the term of a contract for “adequate cause” as defined in university policies and the SBOE.

Revision History

June 2002; January 2010; September 2010; March 2013