5.20 Definition – Professional and Scientific (P&S) Positions

PURPOSE
(option 1) This policy defines those positions which fall under the P&S Policies and Procedures.
(option 2) The purpose of this policy is to define, explain the overall definition of the "Professional and Scientific" (P&S) staff position category at the University of Northern Iowa and the general scope of in which the P&S staff responsibilities expand to.

POLICY STATEMENT

University P&S position assignments are designed to provide managerial direction, administrative supervision and/or professional service to aid in the establishment and attainment of the University’s mission, goals, and objectives. P&S staff employees assist in the formulation and administration of institutional policies and aid in the execution of academic, student, and administrative services. P&S staff employees provide advisory and consultant services, direct a wide range of activities in a variety of departments, and render general assistance by planning, scheduling, and coordinating programs and services offered by the University. P&S staff employees provide essential administrative services relating to the management of University funds, personnel, property, space, analysis of systems/procedures as well as student support programs, instructional offerings, computing services, public relations, contract administration, research activities and similar or closely related activities.

University staff employees serving in P&S positions have, in most instances, received training in a specialized area and hold appropriate academic degree(s) (typically a four-year degree or higher) or possess equivalent experience. P&S staff employees may also be certified, licensed or registered, as required, with the profession and/or position assignment.

Criteria applicable with U.S. Department of Labor regulations relative to exemption under the Fair Labor Standards Act (FLSA) are used by the University in establishing and designating positions as P&S. Typically P&S positions are exempt from receiving overtime pay as provided under the FLSA, but each position is evaluated individually pursuant to the FLSA.

The University of Northern Iowa's mission to maintain excellence in teaching, research, and public service requires the support of competent, highly motivated P&S staff employees. Rapidly changing technology demands that P&S staff employees continually update skills and knowledge within their areas of expertise. The University acknowledges the need and actively supports programs for the personal and professional development of its P&S staff employees.

All conditions and privileges of University employment, which have been provided in accordance with recognized University procedures, and formally communicated in writing to individual P&S staff members, will be continued in effect unless otherwise dictated by state or federal law or Board of Regents, State of Iowa action. P&S staff policies and procedures with respect to conditions and privileges of University employment will be otherwise effective.
P&S Council, approved (Date)

President's Council for Inclusion, Transformative Social Justice & Advocacy, approved (03/17/2021)

President's Council on Diversity, Equity, and Social Justice, approved (03/17/2021)

University Council, approved


President and President’s Cabinet, approved, October 3, 2016President and Executive Management Team, approved October 10, 2016 (new date)