EHRA Non-Faculty Instructional, Research and Information Technology Positions
General Guidelines for Minimum Education and Experience

INTRODUCTION

EHRA non-faculty positions qualifying for designation as “Instructional, Research, and Information Technology” (IRIT) are categorized by the following:

- These positions support the core-mission of the University by creating and disseminating knowledge through direct instruction, research, and public service; or performing professional-level duties that are integral to and uniquely supportive of that work. The purpose of each such position must be substantially engaged in the regular academic, educational, research, or public-service/extension activities of the University.

- These positions require the exercise of professional expertise and discretion in determining the nature and content of the instructional-, educational-, research-, or public-service-related activities, and in evaluating the effectiveness of such activities, and/or involve significant and independent interaction with participants in the University’s instructional, educational, research, or public-service programs.

The ongoing job responsibilities for such positions must:

- Engage in or be uniquely supportive of instruction, student success, and/or the direction or coordination of education or academic-supportive activities; AND/OR

- Engage in or be uniquely supportive of original scholarship, creativity, or scientific research efforts, and the dissemination of such research/scholarship results (including dissemination through extension/public service). The ongoing job responsibilities must be involved with independent research design, implementation of research procedures, analysis of data, interpretation of research results, and/or dissemination of results through publication or public service; AND/OR

- Serve as a staff physician or staff veterinarian (without faculty rank), providing clinical healthcare services to human or animal populations

MINIMUM EDUCATION AND EXPERIENCE

EHRA non-faculty IRIT positions generally require post-baccalaureate credentials (e.g., Master’s degree or higher), although a bachelor’s degree plus alternative or equivalent professional training and experience may be substituted for the advanced degree. It is recognized that in some areas such as information technology, admissions, financial aid, and athletics coaching and athletics management, appropriate qualified candidates may hold baccalaureate rather than advanced degrees. Positions for which post-baccalaureate credentials are not required, or for which specific degrees or certification are required, have education and experience requirements listed.

Listed below are the various individual sub-categories of Research, Instructional and Information Technology positions and their respective specific criteria. The individual EHRA IRIT subcategories may include example statements of minimum education and experience for positions which would not require a Master’s degree or higher, or where specific degrees/certification/licensure is required.
Below are recommended education and experience guidelines as typically used in standard practice. You will recognize the education and experience may vary with a minimum of 2 years or more. When you are developing/updating a job description, you should determine the educational requirements specific to the position and the minimum number of years’ experience required. (Not a range – except where noted as required by SO.)

Please keep in mind the education and experience requirements of senior positions, related positions, or a group of positions with the same responsibilities when altering minimum requirements. Like positions should have similar minimum requirements unless there is justifiable rationale to have something different – which should be explained in the comments section.

As an industry standard, all graduate assistantships should be considered part time, 20 hour per week positions unless indicated otherwise by the candidate. This work experience would be determined using a full time equivalent (20 hours per week would be considered as 50% of the total years of experience).

**ACADEMIC ADVISING & ASSESSMENT**

Positions whose primary purpose is to advise students on academic matters such as selection of a major area of study, course selection, and academic performance. Such positions may include individuals who provide student testing and assessment as part of the academic advising process.

**Minimum Education and Experience:** Post-Baccalaureate degree required; for candidates demonstrating comparable independent educational or instructional activities related to the delivery of student advising and counseling or student personnel services, will accept an undergraduate degree and 2 or more years of relevant experience in substitution.

**ACADEMIC PREPARATION & ENHANCEMENT**

Positions whose primary purpose is to improve student academic preparation through such means as tutoring and supplemental instruction, or to direct programs designed that enhance the educational experience of enrolled university students or targeted secondary school students to help prepare them for post-secondary education. This includes positions focused on enhancing the academic preparation of “at risk” student populations.

**Minimum Education and Experience:** Post-Baccalaureate degree required; for candidates demonstrating comparable independent educational or instructional activities related to tutoring, supplemental instruction, or direction of programs that enhance educational experiences of enrolled or prospective students, will accept an undergraduate degree and 2 or more years of relevant experience in substitution.

**ACADEMIC STANDARDS**

Positions whose primary purpose is to develop and/or administer academic standards, curricula, and degree requirements for degree-granting programs.

**Minimum Education and Experience:** Post-Baccalaureate degree required; for candidates demonstrating comparable independent educational or instructional activities related to the development or administration of academic standards or curricula, will accept an undergraduate degree and 2 or more years of relevant experience in substitution.

**ATHLETICS COACHING AND ATHLETICS MANAGEMENT**
Positions whose primary purpose is to coach student athletes for teams sponsored by the institution, to serve as trainers to student athletes, as well as senior-level professionals with institutional responsibility for in student-athlete programs in areas of compliance, and major sports operations.

Note: would not include equipment & facilities managers, or positions ancillary to an athletics program.

**Minimum Education and Experience:** Minimum of a bachelor’s degree required with experience in relevant independent instructional or educational activities; specific minimum experience is at the discretion of the Director of Athletics. (Required by SO)

**AUDIT, BUSINESS, AND FINANCE**
Audit, Business, and Finance positions that are exempt from FLSA and have at least one-third of their duties performing professional accounting duties. Classifications within this subcategory include:

- Accountant I, II, III
- Accounting Manager I, II, III
- Auditor I, II, III
- Audit Manager I, II, III
- Business Officer I, II, III
- Business Manager I, II, III
- Finance & Budget Analyst I, II, III
- Finance & Budget Manager I, II, III

In addition to FLSA exempt status, any SHRA classification with one of these titles will be required to have at least one-third of their job duties reflected as professional financial, accounting, budgetary, and/or financial aspects of sponsored research administration – i.e., grants in order to be eligible for the new EHRA classification. Minimum requirements vary depending on position classification. Details can be found at: Click here

**CERTIFIED LAW ENFORCEMENT**
The NC General Assembly has provided an exemption from the Human Resources Act for sworn law enforcement officer. Classifications within the Certified Law Enforcement subcategory include:

- Police Officer Trainee
- Police Officer
- Master Police Officer
- Police Supervisor
- Senior Police Supervisor
- Police Commander
- Police Executive I (SAAO Tier II if serving as Agency Head or Deputy Agency Head)
- Police Executive II (SAAO Tier II if serving as Agency Head or Deputy Agency Head)

The legislatively authorized EHRA authority for campus police differs from our standard EHRA non-faculty employment policies in that it permits the University to classify and compensate these positions as EHRA non-faculty employees, but also preserves many of the traditional job protections afforded to SHRA employees. Any impacted employees will retain many of the features of ‘career status’ and will not be ‘at-will’ EHRA employees.

Resources for the Certified Law Enforcement Professional classification, including definitions and leveling information, can be found on the ECU HR Classification and Compensation website: Click here
CLINICAL ACADEMIC DEPARTMENT ADMINISTRATOR (CADA) AND RESEARCH ACADEMIC DEPARTMENT ADMINISTRATOR (RADA)

CADA and RADA positions are administrators of high-complexity academic health centers/units or research-focused academic departments and centers within the institution that are engaged in a substantial amount of externally funded research (typically $10 million or more) and feature complex, cross-disciplinary research collaborations and partnerships. CADA positions exist in clinical settings and typically serve as Chief Operating Office-equivalents for their center/unit, with all CADA/RADA positions overseeing human resources management, finance and budget, and sponsored research administration and compliance. CADA/RADA positions must be fully participating members of a Department’s or Center’s senior leadership team with titles indicative of a high level of responsibility (CADA – Vice, Associate, or Assistant Chair; RADA – Associate or Assistant Center Director). These positions must contribute to strategic planning and strategy setting for the unit and must report directly to the Department Chair or Center Director; dotted line reporting relationships are not acceptable.

Note: Positions require OSHR review regardless of campus-delegated authority for EHRA classifications.

Minimum Education and Experience: Minimum qualifications of an advanced degree (masters or higher) and no less than 5 to 7 years of management-level experience in the full range of administrative and financial functions of an academic departments or research center in a higher education, research, or health care setting. Candidates with 7 to 10 years of directly comparable experience may substitute for the required advanced degree in which case a bachelor's degree and the requisite experience is mandatory. (Required by SO) ECU’s standard practice is to require 7 years as the minimum years of experience.

CONTINUING EDUCATION
Positions whose primary purpose is to design and deliver courses, seminars, etc., that extend the institution’s regular academic and research activities to non-degree-seeking participants through targeted programs and short courses. This classification is used for instructors of non-credit courses only.

Minimum Education and Experience: Post-Baccalaureate degree required; for candidates demonstrating comparable independent educational or instructional activities relevant to the teaching assignment, will accept an undergraduate degree and 2 or more years of relevant experience in substitution. In addition, the position minimums should satisfy any accreditation requirements in the specified area of instruction.

COOPERATIVE EDUCATION
Positions whose primary purpose is to develop cooperative or internship education experiences for students with employers, monitoring student progress and learning, and evaluating student performance. Such positions either have direct impact on grade assignment or are featured as an integral component of institution's student career services activities.

Minimum Education and Experience: Post-Baccalaureate degree required; for candidates demonstrating comparable independent educational or instructional activities related to mentoring or advising students or otherwise developing or delivering student experiential learning such as Co-Op education programs, will accept an undergraduate degree and 2 or more years of relevant experience in substitution.

COUNSELORS
Positions requiring credentialed professionals whose primary purpose is to provide clinical and developmental counseling or psychological services to students to enhance their psychological growth, emotional well-being, and learning potential.
Minimum Education and Experience: Relevant professional degree and licensure in the appropriate clinical field of psychology, social work, or mental health practice. (Required by SO)

INFORMATION TECHNOLOGY PROFESSIONAL
The 2017 Appropriations Act of the NC General Assembly provided an exemption from the Human Resources Act for certain information technology professionals. This subcategory is for certain positions whose primary purpose is to provide professional-level information technology services. Such positions must be exempt from the Fair Labor standards Act (FLSA). Classification within this subcategory include:

- IT Analyst/Programmer
- IT Architect/Engineer
- IT Auditor
- IT Business Intelligence/Data Analyst
- IT Business Systems Analyst
- IT Client Support Manager
- IT Database Administrator
- IT Instructional/Classroom Support Professional
- IT Integration and Solutions Professional
- IT Manager
- IT Network Administrator
- IT Project Manager
- IT Security Professional
- IT System Administrator
- IT Web Designer/Developer

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<tr>
<th>Level</th>
<th>Span of Authority</th>
<th>Supervisory Duties</th>
<th>Independent Authority</th>
<th>Education, Experience, Special Skills (or equivalent education/experience)</th>
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<tr>
<td>I</td>
<td>Unit(s) or School/Division-wide</td>
<td>None to few</td>
<td>Some decision-making with minimal/local impact; affects typically one system</td>
<td>Bachelor’s degree or equivalent combination of education and experience. For management roles, a minimum of 1 year of supervisory experience is required.</td>
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<td>II</td>
<td>School/Division-Wide or Institution-wide</td>
<td>Few to many (some may be EHRA)</td>
<td>Often makes decisions that can affect school/division or large parts of Institution; affects local systems and/or faculty and staff</td>
<td>Bachelor’s degree and 2 years of relevant experience or equivalent combination of education and experience. For management roles, a minimum of 1 year of supervisory experience is required.</td>
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<td>III</td>
<td>Institution-wide and/or Community</td>
<td>Many (some may be EHRA and/or managers)</td>
<td>Daily decision-making with broader, often institution-wide impact; affects other systems and/or faculty and staff</td>
<td>Bachelor’s degree and 4 years of relevant experience or equivalent combination of education and experience. For management roles, a minimum of 1 year of supervisory experience is required.</td>
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INSTITUTIONAL RESEARCH & ASSESSMENT MANAGEMENT
Positions whose primary purpose is to direct and manage institution-wide data, metrics and management information about the institution’s students, faculty and staff, enrollment and academic programs, facilities, and related items as required for federal, state, and UNC system reporting. Directly supports the institution’s planning and assessment processes. This category may be used for Campus-wide roles or those who direct institutional research and assessment within a large School or College.
Note: This is not intended for analysts or other institutional research roles that do not have Director-level responsibility.

**Minimum Education and Experience**: Post-Baccalaureate degree required; for candidates demonstrating comparable independent research productivity or professional-level institutional planning/assessment experience, will accept an undergraduate degree and 2 or more years of relevant experience in substitution.

**INSTRUCTION**

Positions whose primary purpose is to determine course content, teach and evaluate enrolled students in courses for academic credit that are not assigned primary EHRA faculty status and rank.

**Minimum Education and Experience**: Post-Baccalaureate degree required; for candidates demonstrating comparable independent educational or instructional activities related to teaching, will accept an undergraduate degree and 2 or more years of relevant experience in substitution. In addition, the position minimums should satisfy any accreditation requirements in the specified area of instruction.

**INSTRUCTIONAL CONSULTING**

Positions whose primary purpose is to assist, advise, and critique faculty and other instructional staff on instructional matters such as course content, curriculum structure, and instructional technique, or whose primary purpose is to plan, design, or implement information technology and/or multimedia approaches that directly support instructional delivery. This includes positions involved in transitioning coursework from traditional “face-to-face” delivery to on-line “distance learning” formats. This category is not to be used for individuals who provide routine information technology support within the instructional enterprise.

**Minimum Education and Experience**: Post-Baccalaureate degree required; for candidates demonstrating comparable independent educational or instructional activities related to consulting or developing course content, curriculum, instructional technique/technology, distance education design, development, or implementation, will accept an undergraduate degree and 2 or more years of relevant experience in substitution.

**LABORATORY MANAGEMENT**

Positions whose primary purpose is to manage research and experiential laboratories and participate in design and selection of experiments, protocols, and procedures that best support the instructional or research goals and in evaluating progress towards goals.

**Minimum Education and Experience**: Post-Baccalaureate degree required; for candidates demonstrating comparable independent instructional or educational activities related to laboratory management or practice, will accept an undergraduate degree and 2 or more years of relevant experience in substitution.

**PROFESSIONAL LIBRARIANS**

Positions whose primary purpose is to support the institution’s instructional and research activities by advising students and faculty on the selection and effective use of library resource materials and by working with faculty on instructional and research matters such as collection development. Used for professional librarians without faculty rank.

**Minimum Education and Experience**: Requires the Masters in Library Science (MLS) degree. In specialized libraries, may substitute an advanced degree in the field of specialization (e.g., legal degree for a law library, or a history degree for a special historical collection within the library setting). (Required by SO)
PUBLIC SERVICE & EXTENSION
Positions whose primary purpose is to provide the direct delivery of scholarship and research to public audiences and clients and/or to direct staff or programs in the development and administration of such programs, which focus or extend the academic resources and/or research products of the institution on addressing community and regional issues and incorporate community needs in the institution’s academic and research programs, including agricultural extension and industrial extension.

Minimum Education and Experience: Post-Baccalaureate degree required; for candidates demonstrating comparable independent academic, instructional, or research activities, will accept an undergraduate degree and 2 or more years of relevant experience in substitution. This experience may be related to the direction/oversight of programs that focus on the academic and research resources towards community or regional issues.

RESEARCH ADMINISTRATION & COMPLIANCE
Positions whose primary purpose is to direct and administer the programs and staff of major externally-funded research projects; serve as the chief administrative manager and compliance officer for a large academic department or research center with substantial administrative and financial complexity and which derives a significant portion of its operating budget from sponsored research funding sources; or positions that provide executive leadership of sponsored research activities either campus-wide or within a School/College dean’s office. The latter includes individuals who manage project proposals in compliance with the institution’s academic and research policy, provide substantive professional advice on the development of project proposals, and negotiate with sponsoring agencies with regard to the terms and conditions that govern the conduct of sponsor research.

Note: These positions do not include first-level contract and grants developers, grant writers, or administrative support.

Minimum Education and Experience: Post-Baccalaureate degree required; for candidates demonstrating comparable independent research productivity or professional-level background in sponsored research administration, will accept an undergraduate degree and 3 or more years of relevant experience in substitution.

RESEARCH AND CLINICAL PROFESSIONALS
Positions whose primary purpose is to serve as non-faculty principal investigators, research project managers, research scholars, research scientists, or research assistants/associates for primary or secondary research projects that may advance or enhance a field of academic learning; as well as licensed clinicians who deliver research demonstration outcomes or who provide direct clinical services to clients in an academic healthcare environment. These positions function with substantial independence and expertise in original scholarship, research design, research engineering, implementation of research procedures, data analysis and interpretation of results. Research computing professionals whose principal duties involve the exercise of substantial research independence and creativity in discovering new or emerging technologies may also be considered for this category as distinguished from individuals who are operating or supporting existing, well established information technologies.

Note: These positions do not include operational or support related positions.

Minimum Education and Experience: Relevant post-Baccalaureate degree required; for candidates demonstrating comparable independent research productivity, will accept a relevant undergraduate degree and 3 or more years of relevant experience in substitution. May require terminal degree and licensure. (Required by SO)
**STUDENT SUPPORT SERVICES**

Positions whose primary purpose is to develop, direct and administer services for students and/or faculty that have a direct impact on the students’ educational experiences and/or campus life (e.g., student career services; student life / student housing; student honors programs; student diversity support programs; student conduct; student registration and records). This category also includes student admissions and financial aid positions that exercise decision making authority on behalf of the institution (e.g., admissions officers, financial aid officers) and professional staff who design and deliver programs and instruction that involve direct interaction with students and enhance their academic and learning experiences outside the classroom setting.

**Note:** These positions do not include operational or facility maintenance functions.

**Minimum Education and Experience:** Post-Baccalaureate degree required; for candidates demonstrating comparable independent educational or instructional activities associated with the delivery and/or management of student support functions, will accept an undergraduate degree and 2 years relevant experience in substitution.

**TECHNOLOGY TRANSFER**

Positions whose primary purpose is to manage the flow of research and technology innovation, disclosures, patents, trademarks, copyrights, and other aspects of technology transfer. These positions include professional staff members who assess disclosures for technical and commercialization merits; develop relationships with industry or government clients; negotiate business transactions for the exchange of intellectual property rights; collaborate with regional and state economic development agencies; and/or engage in other aspects of technology transfer such as negotiating licensing or equity agreements. These positions also provide outreach services such as training and education to university faculty and students in related activities.

**Minimum Education and Experience:** Post-Baccalaureate degree required; for candidates demonstrating comparable independent research productivity or professional-level background in technology transfer, will accept an undergraduate degree and 2 or more years of relevant experience in substitution. Technology transfer experience would be related to managing the flow of research innovation, disclosures, patents, trademarks, copyrights, and other aspects of technology commercialization.

**PHYSICIANS AND DENTISTS**

While defined separately under NC General Statute 126-5(c1)(8), positions whose required qualifications meeting the licensing standards for Physicians and Dentists in the State of North Carolina will be classified as IRIT. (Required by SO)

**Note:** This category is used for positions not otherwise assigned primary EHRA faculty status and rank.