



INSIDE HUMAN RESOURCES

**Timely Information
For Managers, Supervisors,
Directors and Support Staff**

February 2006

www.okstate.edu/osu_per/

CONFIDENTIAL INFORMATION

As OSU has taken steps to safeguard employee and student information with the use of the Campus Wide Identification Number (CWID) instead of an employee social security number, OSU has heightened awareness of employee access and use of confidential information. Every employee should sign an employee *Confidentiality Agreement* and forward the form to OSU Human Resources. The form can be found on the web at www.okstate.edu/osu_per/docfiles/docfiles.htm.

It is very important for you to reinforce with employees the seriousness of keeping information confidential. Sharing passwords, access, and information are grounds for termination. OSU has and will continue to protect confidentiality of information. Misconduct has and will result in termination. Be sure your employees understand and follow the specifics in the *Appropriate Computer Usage* policy and in the *OSU Confidentiality Agreement*.

NEW EMPLOYEE ORIENTATION NOW INCLUDES CONFIDENTIAL AGREEMENT

New Employee Orientation (NEO) provides an opportunity for newcomers to learn about the OSU mission, vision, goals, values, history, and the many opportunities available. Administrative Officers are sent the names of all new employees in their college/division to help ensure that the new hires attend NEO.

The *Confidentiality Agreement* form has been added to the agenda.

IMPORTANT CONTACTS

OSU Human Resources: (405) 744-5373

Fax: (405) 744-8345

E-mail: osu-hr@okstate.edu

Website: www.okstate.edu/osu_per

Employee Services: (405) 744-5449

E-mail: osu-es@okstate.edu

Training Services: (405) 744-5374

E-mail: osu-trng@okstate.edu

ADMINISTRATIVE SEMINARS

February 14	Purchasing Card Training
February 16	Purchasing Policies and Procedures
February 17	HRS, Time Input and Confirmation
February 21	Fixed Assets
February 24	EA Forms and Payroll Sign-Up
March 2	New Employee Orientation
March 7	Travel Vouchers
March 8	Monthly Accounting Reports - FBM

For more information, or to register, refer to your 2006 *Faculty and Staff Development Opportunities* brochure, or go to www.okstate.edu/osu_per/hr/staff_dvpt06.htm, or call Training Services, (405) 744-5374.

TITLING FOR FACULTY ON HRS

Proper completion of EA forms for faculty appointments and assignments is critical to ensure accurate data. The chart on the back of this page is a reminder of critical elements. The chart has been updated in accordance with the new Faculty Policy Statement.

What's Inside:

- *Confidential Information*
- *New Employee Orientation*
- *Important Contacts*
- *Administrative Seminars*
- *Titling for Faculty on HRS*

TITLING FOR FACULTY ON HRS

Faculty Policy Title	OSU Title Abbreviation	HRS Job Code	Class Code	Class Code Title	Tenure or Non Tenure Title	Screen 026 Coding?	Board Action Required?
TENURE AND TENURE TRACK FACULTY							
Instructor	INSTR	A	2312	INSTRUCTOR	Tenure/Tenure Track	Yes	Board
Assistant Professor	AST PROF	A	1772	ASSISTANT PROFESSOR	Tenure/Tenure Track	Yes	Board
Associate Professor	ASO PROF	A	1773	ASSOCIATE PROFESSOR	Tenure/Tenure Track	Yes	Board
Professor	PROF	A	1771	PROFESSOR	Tenure/Tenure Track	Yes	Board
NON TENURE TRACK FACULTY							
Adjunct Instructor	ADJ INSTR	B	6615	ADJUNCT FACULTY	Non Tenure	No	No Board
Adjunct Assistant Professor	ADJ AST PROF	B	6615	ADJUNCT FACULTY	Non Tenure	No	No Board
Adjunct Associate Professor	ADJ ASO PROF	B	6615	ADJUNCT FACULTY	Non Tenure	No	No Board
Adjunct Professor	ADJ PROF	B	6615	ADJUNCT FACULTY	Non Tenure	No	No Board
Clinical Instructor	CLINICAL INSTR	A	4427	CLINICAL FACULTY	Non Tenure	No	Board
Clinical Assistant Professor	CLINICAL AST PROF	A	4427	CLINICAL FACULTY	Non Tenure	No	Board
Clinical Associate Professor	CLINICAL ASO PROF	A	4427	CLINICAL FACULTY	Non Tenure	No	Board
Clinical Professor	CLINICAL PROF	A	4427	CLINICAL FACULTY	Non Tenure	No	Board
Research Assistant Professor	RSRCH AST PROF	A	1485	RESEARCH FACULTY	Non Tenure	No	Board
Research Associate Professor	RSRCH ASO PROF	A	1485	RESEARCH FACULTY	Non Tenure	No	Board
Research Professor	RSRCH PROF	A	1485	RESEARCH FACULTY	Non Tenure	No	Board
TEMPORARY FACULTY							
XXXXXX-in-Residence (Scholar, Artist, Executive, Professional)	XXXXXX-IN-RESID	A	6608	IN-RESIDENCE FACULTY	Non Tenure	No	No Board
Visiting Assistant Professor	VISIT AST PROF	B	1852	VISITING FACULTY	Non Tenure	No	No Board
Visiting Associate Professor	VISIT ASO PROF	B	1852	VISITING FACULTY	Non Tenure	No	No Board
Visiting Professor	VISIT PROF	B	1852	VISITING FACULTY	Non Tenure	No	No Board
Assistant Research Professional (Scientist, Chemist, etc.)	AST RSRCH XXXXX	A	6121	RESEARCH PROFESSIONAL	Non Tenure	No	No Board
Associate Research Professional (Scientist, Chemist, etc.)	ASO RSRCH XXXXX	A	6121	RESEARCH PROFESSIONAL	Non Tenure	No	No Board
Research Professional (Scientist, Chemist, etc.)	RSRCH XXXXX	A	6121	RESEARCH PROFESSIONAL	Non Tenure	No	No Board
Lecturer	LECTURER	A	1851	LECTURER	Non Tenure	No	No Board
Research Associate	RSRCH ASO	A	1488	RESEARCH ASSOCIATE	Non Tenure	No	No Board
Teaching Associate	TEACHING ASO	A	7256	TEACHING ASSOCIATE	Non Tenure	No	No Board
Intern	INTERN	B	1979	INTERN	Non Tenure	No	No Board
Resident	RESIDENT	B	1971	RESIDENT	Non Tenure	No	No Board
Post-Doctoral Fellow	POST-DOC FELLOW	B	6589	FELLOW	Non Tenure	No	No Board
HONORARY TITLES – CHANGE TO TENURE TITLES							
Regents Professor	RGTS PROF (replaces PROF title)	A	6647	REGENTS PROFESSOR	Tenure/Tenure Track	Yes	Board
Regents Service Professor	RGTS SVC PROF (is additive to regular faculty title)	A	6651	REGENTS SVC PROFESSOR	Tenure/Tenure Track	Yes	Board
EMERITUS FACULTY							
Emeritus Faculty	EMERITUS XXXX (title when retired)	D	3696	EMERITUS FACULTY	On Corp 002	Not on Corp 001	No Board
OKMULGEE FACULTY							
Okmulgee Faculty	OKM XXXX	C	8306	OKM FACULTY	Non Tenure Track	No	No Board