

EEO-6 (Educational) Categories and Definitions

1 or A Executive, Administrative and Managerial. This category includes all persons whose assignments require primary (and major) responsibility for management of an institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgement, and to direct the work of others. This category includes employees holding such titles as President, Vice President, Dean, Director, or the equivalent, as well as officers subordinate to any of these administrators such as Associate Dean, Assistant Dean, Executive Officer of academic departments so long as their principal activity is administrative. Supervisory personnel of the technical, clerical, craft, and service/maintenance forces are reported within the specific categories of the personnel they supervise.

2 or B Faculty. This category includes all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who

hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. Report in this category Deans, Directors, or the equivalents, as well as Associate Deans, Assistant Deans, and executive officers of academic departments if their principal activity is instructional. Do not include student teaching or research assistants.

3 or C Professional Non-Faculty. This category includes persons whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background.

4 or D Clerical and Secretarial. Include all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk typists, office machine operators, statistical clerks, payroll clerks, etc. Include also salesclerks such as those employed in the bookstore, and library clerks who are not recognized as librarians.

5 or E Technical and Paraprofessionals. This category includes all persons whose assignments require specialized knowledge of skills which may be acquired through experience or academic work such as is offered in many two-year technical institutes, junior colleges or through equivalent on-the-job training. Such positions include computer programmers and operators; drafters; engineering aides; licensed practical or vocational nurses; dietitians; photographers; radio operators; scientific assistants; technical illustrators; technicians (medical, dental, electronic,

physical sciences); and similar occupational-activity categories which are institutionally defined as technical assignments. Include persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

6 or F Skilled Crafts. This category includes all persons whose assignment typically requires special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training or through apprenticeship or other formal training programs. Include mechanics and repairers; electricians; stationary engineers; skilled machinists; carpenters; compositors and typesetters.

7 or G Service/Maintenance. Include persons whose assignments required limited degrees of previously acquired skills and knowledge in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Includes chauffeurs; laundry and dry-cleaning operatives; cafeteria and restaurant workers; truck drivers; bus drivers; garage laborers; custodial personnel; gardeners and groundskeepers; refuse collectors; construction laborers; and security personnel.