

## Primary Occupational Activity

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1. **Executive, Administrative and Managerial includes all persons:**
  - (a) Whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof;
  - (b) Whose assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision;
  - (c) Whose assignment customarily and regularly require the exercise of discretion and independent judgment;
  - (d) Whose assignments customarily and regularly require the direction of the work of other employees;
  - (e) Who are officers holding such titles as President, Vice President, Dean, Director, or the equivalent, as well as officer; are subordinate to any of these administrators, with such titles as Associate Dean, Assistant Dean, or Executive Officer of academic departments (chair, head, or equivalent); and if their principal activity is administrative. If instruction is the principal activity, they should be reported below in the "Faculty" category.
2. **Faculty includes all persons:**
  - (a) Whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principle activity (or activities);
  - (b) Who hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any one of these academic ranks. (Student teaching or research assistants are not to be included in this category).
3. **Professional Non-Faculty includes all persons:**
  - (a) Whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background;
  - (b) Who are staff members with assignments requiring specialized professional training who should not be reported under Category 1 or 2, and should not be classified under any of the four "nonprofessional" categories (4,5,6,7)
4. **Clerical and Secretarial includes all persons:**
  - (a) Whose assignments typically are associated with clerical activities or are specifically of a clerical nature.
5. **Technical and Paraprofessional includes all persons:**
  - (a) Whose assignments require specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many two-year technical institutes, junior colleges, or associate degree programs, or through equivalent on-the-job training;
  - (b) Who perform some of the duties of a degreed professional or technician in a supportive role, a role which usually requires less formal training and/or experience normally required for professional or technical status.
6. **Skilled Crafts includes all persons:**
  - (a) Whose assignments typically require special manual skills and a thorough, comprehensive knowledge of the work processes involved, acquired through on-the-job training/experience or through an apprenticeship or other training program.
7. **Service/Maintenance includes persons:**
  - (a) Whose assignments require limited degrees of previously acquired skills and knowledge and 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 the institution's buildings, facilities, or grounds.