Types of Employment at Virginia Tech

The two major categories of employment at Virginia Tech are "faculty" and "staff." Vacant positions, whether staff or faculty are posted on www.jobs.vt.edu. In order to be considered an applicant for one of the posted positions (regardless of type), you must apply on-line through this website. Check the tutorial and frequently asked questions (FAQs) on that site for help in applying through PeopleAdmin.

This Web page is a brief primer on categories of employment at Virginia Tech so that you can search advertised positions with a better understanding of what is available.

Faculty Positions: The search and screen process for faculty positions is decentralized and is the responsibility of the hiring department. Although departments may advertise vacant positions in a variety of locations, all advertised positions are also posted at www.jobs.vt.edu. In addition to a very brief faculty application, you will be asked to attach a cover letter (appropriate to that position) and resume/vita to apply for a specific faculty position. Other documents may also be required; consult the posting for specific items. If you need any further information about a particular job, contact the search committee chair or department head as listed in the posting itself.

The "faculty" category includes several distinct subsets of positions:

Teaching and research faculty (T&R) positions: These would be the typical teaching faculty members with substantial responsibilities for undergraduate and graduate instruction, research, and outreach. Research and extension specialist positions are also T&R faculty, although they may have a relatively small instructional component. These positions may be tenure-track with the ranks of assistant, associate, or full professor; typically such positions would be regular and require a terminal degree in the field. (See below for an explanation of other employment terms in italics.) They may also be non-tenure-track, such as the instructor or clinical faculty ranks. These positions may be either restricted or regular, and typically require at least a master's degree in the field.

Administrative and professional faculty (A/P) positions: Administrative faculty perform work directly related to management of the institution, college, or an administrative department. Examples would be dean, vice president, or director of a major unit. Professional faculty positions include librarians, counselors, extension agents, coaches, physicians, academic and student affairs professionals, development officers, professionals in outreach and continuing education, and others. A/P positions typically require a minimum of a master's degree; some will require a doctorate.

Special research faculty positions: This is a large and growing category of positions at Virginia Tech. Special research faculty members are typically employed on sponsored grants and contracts and carry out research (or outreach projects) as part of the university's research and outreach missions. Special research faculty ranks are research associate, senior research associate, research scientist, senior research scientist, postdoctoral associate, project associate, senior project associate, project director, research assistant professor, research associate

professor, and research professor. These positions are usually on soft (grant) funds and are restricted. Special research faculty positions typically require a minimum of a master's degree; some will require a doctorate. Although some postdoctoral associate positions will be advertised on www.jobs.vt.edu, a search is not required to fill such positions. Please contact the relevant department or faculty members directly if you are interested in pursuing postdoc positions. Other research faculty positions being filled for at least six months require a minimum of 10 days of posting. Since research employment can be opportunistic, potential applicants are strongly encouraged to seek referrals and to make connections with relevant departments and research centers to explore what possibilities might exist.

Virginia Tech also supports the professional development of dual career hires through unpaid appointments as "affiliated research faculty." These appointments allow spouses or partners with appropriate academic credentials to affiliate with a relevant academic department or research center for the purpose of pursuing sponsored grants or contracts to support their own salaries and research programs. Please see section 6.5 of the Faculty Handbook for more information.

Adjunct teaching faculty: Part-time, temporary teaching positions also exist. Such positions may, or may not be advertised. To pursue such opportunities, applicants should approach the relevant department head directly.

Guidance for Dual Career Hires Seeking Faculty Employment: As stated in the dual career guidelines, the department chair for the hiring department of the primary candidate can help make referrals and identify possibilities for dual career partners. The Provost's Office can also provide some leads and assistance. Please use these contacts to help guide your search process.

Virginia Tech allows exemptions to search for dual career hires under conditions described more fully in the guidelines. If you are interested in an advertised position, apply on line within the stated deadlines. You are also encouraged to call the departmental contact and discuss your application and situation with the search committee chair. Once publicly initiated, a search would not typically be halted or preempted. However, there would be every hope that the dual career partner, if well qualified, would be seriously considered for existing vacancies.

Please note the separate links on the faculty resource Web page to the Corporate Research Center (which is actually many small independent companies), Virginia Tech Foundation and Intellectual Properties, and the Edward Via Virginia College of Osteopathic Medicine. All of these are associated with Virginia Tech and/or adjacent to the Blacksburg campus, however they are legally separate entities and not part of university employment. Their vacant positions are not advertised on the university's jobs.vt.edu page; you will have to contact them separately.

Staff Positions: The Office of Human Resources at Virginia Tech is responsible for all aspects of staff employment, including the advertising and screening of applicants for various positions. Virginia Tech has a wide array of staff positions, from entry-level custodial and dining hall workers to administrative and managerial employees. Most information technology and public relations positions are staff. So too are administrative assistants, lab technicians, accountants and bookkeepers, personnel specialists, support personnel for departments and offices of all types, and the workers who quarry and shape the "Hokie" stone which gives campus buildings such a

distinctive look. General information about staff "career groupings" is available at www.hr.vt.edu

Guidance for Dual Career Hires Seeking Staff Employment: In accordance with state policy, searches for staff positions cannot be waived for dual career hires. If you wish to be considered for any posted staff position, you must apply and be referred to the hiring department as a highly qualified candidate. Dual career partners who expect to apply for a staff position are strongly urged to complete and save their on-line application, so that they will be ready to apply for any posting of interest. Many vacant staff positions are posted for only one or two weeks, so it is important to peruse the site frequently. (You might search the site by date, using the last date you checked, to locate only new postings.)

The Office of Human Resources is a partner in addressing employment needs of dual career couples at Virginia Tech. You may request that the department hiring your spouse or partner set up a visit or phone appointment for you with a staffing specialist to answer questions and to get their advice on job possibilities at Virginia Tech and, if requested, to make suggestions for your cover letters and resume. Although a referral from a hiring department is preferred, Human Resources will also respond to dual career applicants who approach the office directly.

For more information about staff employment, contact the Office of Human Resources, www.hr.vt.edu, phone 540-231-9331; first floor, Southgate Center, Southgate Drive (near the football stadium).

Other Employment Terms:

Regular vs. Restricted: These terms apply to both faculty and staff positions. Typically a "regular" position is one that is on-going, renewable, and supported by more permanent funding. A "restricted" position may have a limited duration (such as a visiting faculty position to fill in for someone on leave) and/or a less permanent source of funding (such as sponsored grants or contracts). Critical differences include longer paid sick leave for regular faculty, and length of notice in case of termination. Some restricted positions are renewable; others are not.

Salaried or wage: Salaried positions are eligible for paid sick and annual leave; wage positions are not. Wage positions are intended to be short-term and/or part-time and do not provide benefits. Staff wage positions pay an hourly rate, while faculty wage positions may pay by the course (if teaching), or on a biweekly basis.

Full-time appointments, either regular or restricted, are eligible for university benefits, including health care. Partial or proportional benefits are available for part-time, salaried staff employees; please see www.hr.vt.edu for details. Part-time, salaried faculty positions do not carry benefits, in accordance with current state policies.

The definitions above are abbreviated and very general. Further questions or clarifications about how restricted, wage, or part-time employment might affect leave and benefits for either faculty or staff positions should be addressed to the Office of Human Resources (as above).

Graduate Education:

Dual career partners may also wish to explore the possibility of continuing their own education through enrollment in an appropriate graduate program (www.grads.vt.edu). Virginia Tech has graduate programs in many disciplines. Please see departmental Web sites for more information on programs of interest to you.