



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-2580
Origination: June 15, 2004
Effective: June 15, 2004
Reviewed: October 29, 2007

SUBJECT: Part-time Employees: Classified Staff and Adjunct Faculty

REFERENCE: West Virginia Code §18B-7-6(a)(b)
Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 39, *Classified Employees*
Title 133, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*

1. PURPOSE

To establish a policy regarding the role of part-time classified and part-time faculty (adjunct) employees.

2. SCOPE AND APPLICABILITY

The policy applies to all part-time classified staff and part-time faculty employees.

3. DEFINITIONS

A. Part-time Classified Employee: Non-faculty employees whose status is defined in Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 39, *Classified Employees*, Section 2.1, 2.2, and 2.3.

B. Adjunct Faculty: Part-time non-tenure track faculty who do not meet the definitions of full-time, temporary, or term appointment faculty as defined in Title 133, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*

4. POLICY

Southern West Virginia Community and Technical College shall employ sufficient numbers of classified, non-classified, and faculty employees as deemed necessary by the President, to maintain services and meet the goals and commitments of the institution as outlined in strategic planning documents. Part-time employees, whether classified staff or faculty, shall be used to supplement, not supplant, the need for sufficient numbers of employees necessary for administrative support and delivery of academic instruction.

5. BACKGROUND OR EXCLUSIONS

Southern West Virginia Community and Technical College recognizes that workloads fluctuate through the fiscal year. Workload fluctuations are non-predictable and may be imposed upon the institution from external forces. In order to maintain fiscally sound practices and effective operation of the institution, both academic and administrative, the necessity for employment of individuals on a part time basis is imperative.

6. GENERAL PROVISIONS

A. Part-time Classified Employees:

1. Southern West Virginia Community and Technical College shall not hire part-time classified employees solely to avoid the payment of benefits, nor in lieu of full-time classified employees.
2. All qualified classified employees with nine-month or ten-month appointments shall be provided opportunity to accept part-time or full-time summer employment before new persons are hired for the part-time or full-time summer employment.

B. Adjunct Faculty:

1. The institution shall employ a sufficient number of full-time faculty to maintain an effective shared governance process in the management of academic programs, student advisement, and scholarship.
2. The hiring of a reasonable number of adjunct faculty is required for the effective and efficient delivery of instruction.
3. It is recognized that hiring qualified adjunct faculty
 - a. Allows the institution the flexibility to deliver course offerings that meet programmatic needs at a manageable cost.
 - b. Brings to the instructional faculty specific and unique credentials or experiences that may not be obtained through the employment of a full-time individual.
 - c. Enables the institution to expand course offerings to meet the immediate demands of student enrollment.

7. RESPONSIBILITIES AND PROCEDURES

- A. The President and academic administration are responsible for maintaining a reasonable and appropriate balance between the number of full-time and adjunct faculty.
- B. The President and Human Resources Department are responsible for policy administration regarding the establishment of part-time positions and hiring of part-time personnel.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-2580 is scheduled for review during the 2010-2011 academic year.

10. SIGNATURES

Board of Governors Chair	Date
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President	Date
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Attachments: None.

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Revision Notes: October 2007 - No substantial changes in procedure or documentation requirements. Review and revision statements added to policy.