

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2580**

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*; and Title 133, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*

ORIGINATION: June 15, 2004

EFFECTIVE: February 19, 2013

REVIEWED: November 06, 2012

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

3.1 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.

3.2 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*.

SECTION 4. POLICY

4.1 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.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 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.

SECTION 6. GENERAL PROVISIONS

6.1 Part-time Classified Employees:

6.1.1 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.

6.1.2 All qualified classified employees with nine-month or ten-month appointments shall be provided an opportunity to accept part-time or full-time summer employment before new persons are hired for the part-time or full-time summer employment.

6.2 Adjunct Faculty:

6.2.1 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 scholarships.

6.2.2 The hiring of a reasonable number of adjunct faculty is required for the effective and efficient delivery of instruction.

6.2.3 It is recognized that hiring qualified adjunct faculty

6.2.3.1 Allows the institution the flexibility to deliver course offerings that meet programmatic needs at a manageable cost.

6.2.3.2 Brings to the instructional faculty specific and unique credentials or experiences that may not be obtained through the employment of a full-time individual.

6.2.3.3 Enables the institution to expand course offerings to meet the immediate demands of student enrollment.

SECTION 7. RESPONSIBILITIES

7.1 The President and academic administration are responsible for maintaining a reasonable and appropriate balance between the number of full-time and adjunct faculty.

7.2 The President and Director of Human Resources are responsible for policy administration regarding the establishment of part-time positions and hiring of part-time personnel.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined 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.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: November 2012 – The policy was reviewed and placed in the new SCP format. No modifications to terms of policy were made.