

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

SUBJECT: Part-Time Employees: Classified Staff, Non-Classified, and Adjunct Faculty

REFERENCE: W. Va. Code §18B-7-7; 135 C.S.R. 55, *Human Resources Administration*; and 135 C.S.R. 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*

ORIGINATION: June 15, 2004

EFFECTIVE: February 19, 2013

REVIEWED: November 3, 2023

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 Temporary Employees – Employees hired into a position expected to last fewer than nine months or not more than 1,000 hours in a 12-month period. Temporary employees may be part-time temporary or full-time temporary. A temporary employee is not eligible for benefits.
- 3.2 Part-Time Regular Employees – Employees in a position created to last less than 1,040 hours during a 12-month period. Part-time regular positions typically continue from one fiscal year to another. An employee in a part-time regular position is not eligible for benefits.
- 3.3 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 the West Virginia Council for Community and Technical College Education’s rule entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.

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, non-classified, 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 by external forces. To maintain fiscally sound practices and effective operation of the institution, both academic and administrative, employing people on a part-time basis may be necessary.

SECTION 6. GENERAL PROVISIONS

- 6.1 Part-time Classified and Non-Classified Employees:
- 6.1.1 Southern West Virginia Community and Technical College shall not hire part-time classified or non-classified employees solely to avoid the payment of benefits nor in lieu of full-time classified employees.
 - 6.1.2 All qualified classified and non-classified employees with nine-month or 10-month appointments shall be provided an opportunity to accept part-time or full-time summer employment before new employees are hired for 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 part-time employees, including adjunct faculty.
- 7.2 The President and the Chief Human Resources Officer are responsible for policy administration regarding establishing part-time positions and hiring 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

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 the terms of the policy were made.

November 3, 2023 – Changes reflect corrections to references, the inclusion of non-classified part-time employees, job titles, definitions, and grammatical changes.