

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 21
TITLE: PART TIME EMPLOYEES AND ADJUNCT FACULTY

Effective Date: July 1, 2003

Amended:

Repealed:

SECTION 1. GENERAL

- 1.1 Scope –Policy regarding utilization of part time employees at Pierpont Community & Technical College, including adjunct faculty.
- 1.2 Authority –West Virginia Code paragraph 18B-2A-4, 18B-7-6
- 1.3 Effective Date –July 1, 2003

SECTION 2. DEFINITIONS

- 2.1 The term “part time classified employee” as used herein shall mean those non-faculty employees whose status is defined in Sec. 2.1 of HEPC Series 39.
- 2.2 The term “adjunct faculty” as used herein shall mean those non-tenure track faculty not meeting the definitions of full-time, temporary, or term appointment faculty, as defined in HEPC Series 9.

SECTION 3. PART TIME CLASSIFIED EMPLOYEE

- 3.1 It is the policy of the Board of Governors that Pierpont Community & Technical College shall employ sufficient numbers of full time staff to maintain an effective shared governance process.
- 3.2 The use of reasonable numbers of part time employees is required for the effective operation of the institution. Defined tasks are sometimes better suited to being assigned to a part time employee. Workload may only demand an additional .5 FTE or less. A part time employee may be an appropriate remedy for a unit where workload is regularly requiring overtime work.
- 3.3 The use of reasonable numbers of part time or full time temporary employees is required to permit Pierpont Community & Technical College to address period fluctuations in workloads within various departments.

SECTION 4. ADJUNCT FACULTY

- 4.1 It is the policy of the Board of Governors that Pierpont Community & Technical College shall employ sufficient numbers of full time faculty to maintain an effective shared governance process in the management of academic programs, student advisement, and scholarship.
- 4.2 The use of reasonable numbers of adjunct faculty is required for the effective and efficient delivery of instructional services. Adjunct faculty allows the institution to expand the breadth of course offerings at a manageable cost. Often adjuncts bring special credentials or experiences to the instructional faculty that could not be obtained through a full time hire. The President and the

academic officers of administration are responsible for maintaining a reasonable and appropriate balance in the utilization of full time and adjunct faculty.

- 4.3 The Board recognizes that use of adjunct faculty within Pierpont Community & Technical College will be higher, particularly at off-campus sites, given the nature of the programs and the times and places where they are offered.