

FACULTY CLASSIFICATION CRITERIA

Professional staff who are classroom teachers for at least 51 percent of their load are classified as faculty. Faculty ranks are as follows:

Instructor
Assistant Professor
Associate Professor
Professor

Part-time faculty do not hold academic rank but are considered members of the teaching staff.

Division Chairpersons/Program Directors/Program Coordinators

Division chairpersons/program directors/program coordinators are appointed by the Vice President of Instructional Affairs to administer an academic division or career program. They are faculty members eligible for tenure as teaching faculty under a basic nine-month teaching faculty contract. They serve in their role as chairman/director/coordinator at the pleasure of the Vice President of Instructional Affairs.

Orientation of New College Faculty

The Vice President and the President shall share the responsibility for the orientation of new faculty members. A pre-semester workshop, which is planned by the Vice President and a committee of the Faculty, is conducted just prior to the opening of the fall semester each year. Other administrative officers and faculty participate in the orientation program. Additional meetings for new teaching personnel are scheduled during the first semester as desired and needed. Division chairpersons and program directors are expected to work with new faculty continuously throughout the year in personal conferences, classroom observations, and departmental meetings.

Faculty Load

The regular teaching load for a full-time faculty member will normally be fifteen (15) credit hours each semester, with a total of thirty credit hours for the academic year. Each discipline will convert contact hours in laboratories, etc., to a credit hour basis, - e.g., 3 contact hours = 2 credit hour equivalents in science laboratories, 2 contact hours = 1 credit hour equivalent in physical education activity courses, 6 contact hours = 4 credit

hour equivalents in art studio classes, etc. The academic load for a Division Chairperson or Program Director is twelve (12) credit hours each semester.

Faculty Overload

Compensation for faculty overload will be determined by using the part-time scale.

Compensation for faculty overload will be paid only on the basis of credit (i.e., semester) hours.

Therefore, total teaching load must be calculated in semester hours before the extra remuneration for overload can be determined.

A faculty member may teach only one course or a maximum of 3 or 4 credit hours on an overload basis during any regular session (i.e., semester). Exceptions may be granted by the President and Vice President on an emergency basis.

When an overload is authorized, it is assumed that the faculty member will have a regular full schedule both semesters of the year.

Office Hours

Faculty maintain regular office hours for student conferences: minimum of three hours per week for full-time, and one hour per week for part-time members of the instructional staff. Part-time faculty should schedule their office time before and after their classes.

Private Enterprise and Teaching in Another Institution

The College recognizes that members of the staff are often engaged in both private enterprise and public service. The College stipulates the requirement that their responsibilities at the College be fully met.

Regarding teaching at another institution for extra compensation or engaging in other gainful employment, a full-time faculty member may do so provided he has informed the President of the College, and that his responsibilities at the College are fully met.