

TITLE: Part-Time and Substitute Instructional Personnel

DATE ADOPTED: November 17, 2020

EFFECTIVE DATE: November 17, 2020

SUPERSEDES: September 16, 1975

I. Part-time Personnel:

A. Part-time personnel may be employed for instructional purposes, provided that such persons employed on a part-time basis meet the same requirements as full-time personnel employed for similar instructional positions at the College.

B. Part-time instructional personnel shall be paid at the established rate prescribed by the College.

C. In cases where part-time personnel are fully employed elsewhere, such individuals shall be employed on a part-time basis which does not exceed the overload allowed regular full-time faculty members.

II. Substitute:

A. Normally, only full-time instructional personnel regularly employed by the College may be used for substitute purposes. However, when the substitute assignment is to be for more than a short period of time, or for instances when a full-time instructor is not available, arrangements may be made to assign as a substitute a person that is not employed on a full-time basis, provided such a person meets the same requirements as full-time personnel employed for similar instructional positions at the College.

III. Workforce Development Institute Instruction and/or Training Personnel:

A. The Workforce Development Institute shall seek out and recruit well-qualified instructional personnel, subject-matter specialists, technical specialists, panelists and other learning facilitators who can provide quality learning experiences for those who attend courses, programs, seminars and workshops.

B. Instructional and/or training personnel shall be hired on a part-time, temporary basis, and continuation of employment is contingent upon satisfactory performance and programmatic needs.

C. Workforce Development Instructor and/or Trainer refers to all individuals hired by the College to teach for the Workforce Development Institute. The salary range will be an hourly rate determined by degree attainment, subject matter expertise and industry recognition.

D. The Workforce Development Institute may hire instructors to provide course development at a rate commensurate with the course development rates established in faculty-negotiated contracts. College administrators may be eligible to provide course development assistance via a contracted stipend, at a rate to be determined by subject matter expertise and total hours of course content.



11/17/2020

President

Date:



11/17/2020

Chairman

Date: