I. Institutional Regulation

A Regular employee may be hired into either a full-time or a part-time Regular position. A part-time Regular position must have an FTE (full-time equivalent) of at least .500 or greater unless the position is a Fall/Spring term position working 20 or more hours a week, in which case a lesser FTE may be approved.

II. Procedure

A. Nonfaculty - The College shall use a standard fiscal year of 261 days/2088 hours when determining the FTE of a Regular Nonfaculty position.

1. Full-time: A position with an FTE of 1.000 for 261 days/2088 hours in a fiscal year. If an employee is assigned a compressed work schedule (e.g. 4-day workweek), his/her position shall still be considered full-time as long as the schedule contains 2088 hours.

2. Part-time: A position with an FTE of less than 1.000 for less than 261 days/2088 hours in a fiscal year. If an employee is assigned a work schedule that covers 261 days but contains less than 2088 hours, his/her position shall be considered part-time.

B. Faculty - The College shall consider the FTE and the load of a Regular Faculty position when determining full-time or part-time status.

1. Full-time:

   a. A 12 Month Counselor/Librarian position with an FTE of .750 to 1.000 for a standard contract year of 191 to 261 days; OR
   b. A 12 Month Teaching Faculty position with an FTE of .750 to 1.000 for a standard contract year of 165 to 217 days; OR
   c. A 9 Month Counselor or Librarian position with an FTE of 1.000 for a standard contract year of 190 days; OR
   d. A 9 Month Teaching Faculty position with an FTE of 1.000 for a standard contract year of 164 days; AND
   e. The expected assignment of a full load in accordance with the Equivalent Credit Hour (ECH) Load Policy:

      1) Counselors

         a) Fall/Spring terms – 16 ECHs including 6 ECHs of classroom teaching and 24 hours of counseling duties per week including preparation for counseling,
         b) Summer term – 11 ECHs including 4 ECHs of classroom teaching and 24 hours of counseling duties per week including preparation for counseling,
         c) Between terms the counseling duties will be 40 hours per week including preparation for counseling.

      2) Librarians

         a) Fall/Spring terms - 16 ECH’s for 40 hours of library duties per week
         b) Summer term - 11 ECH’s for 40 hours of library duties per week

      3) 9 Month and 12 Month Teaching Faculty

         a) Fall/Spring terms (15 weeks) - 15/16 ECH’s
         b) Summer term (10 weeks) – 10/11 ECH’s
4) Open Lab Teaching Faculty (e.g. Academic Achievement Center/STRIVE/Noncredit ESL)
   a) Fall/Spring terms - 16 ECH’s for 32 student contact hours per week
   b) Summer term - 11 ECH’s for 32 student contact hours per week

f. The ECH load requirement for a full-time position with an FTE of less than 1.000 shall be prorated based on the position's FTE.

2. Part-time: A position with an FTE and an ECH load requirement less than the full-time standard.