

Section: EMPLOYMENT
Subject: Regular Employment – Full-time and Part-time
Number: HR 3110

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.

APPROVED:



Executive Director, Human Resources

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