

PERSONNEL POSITIONS

DD
(LOCAL)

Except in cases where unusual circumstances exist, all employees shall be classified in one of the following groups:

1. Full-time employees. Full-time employees, as defined below, shall be eligible for all benefits provided by the College District and the Employee Retirement System of Texas unless otherwise restricted by the Board. Faculty members who work more than half-time are defined as full-time personnel.
2. Limited, full-time employees. Limited, full-time employees shall be defined as employees working more than half-time but less than full-time who are not faculty members. A limited full-time professional support staff employee is defined below. Limited, full-time employees are eligible for group medical and life insurance benefits, under guidelines developed by the Employee Retirement System of Texas and the Texas Teacher Retirement System and subject to termination procedures appropriate for their position. Limited, full-time employees are not eligible for other benefits except for accrual of sick leave, jury duty, and vacation. [See DEC(LOCAL) for sick leave and DED(LOCAL) for vacation leave]
3. Part-time employees. Part-time employees, as defined below, shall be eligible only for those benefits as required by law. Any part-time employees currently enrolled in the Texas Teacher Retirement System, the Optional Retirement System, or other authorized retirement program through other employment shall contribute to such system out of part-time compensation.
4. Interns. The Chancellor or designee may negotiate with area colleges and universities for the placement of interns in College District assignments. The Chancellor shall approve and assign such interns, and, if compensation of an intern is involved, the intern shall be compensated according to the salary schedule [see DEA]. Such interns shall not be deemed permanent employees of the College District. Personnel who are already employees of the College District may be placed in an internship for training, but no additional compensation or benefits shall accrue therefrom.

DEFINITIONS

The following terms shall have the meanings herein respectively ascribed to them within policies on personnel in this manual:

1. ACADEMIC YEAR: The period of College District operations encompassing the fall and spring semesters.
2. ADJUNCT INSTRUCTOR: A person employed as a part-time faculty member.

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3. ADMINISTRATOR: Any person who has significant administrative duties relating to the operation of the College District, including, but not limited to, the operation of a department, college, program, subdivision, or operating unit of the College District; accountability for budgets and expenditures in assigned areas; or the direct supervision of staff to produce desired results. The term “division chairman” or “chair” may be used interchangeably with the term “dean” in this manual.
4. CHANCELLOR’S FACULTY FELLOWS: Persons otherwise generally meeting the criteria for “faculty” in this section, meeting special recruitment priorities and with limited (or no) experience. Individuals follow specialized requirements during the first two years of employment and must be considered “effective” in order to progress to regular “faculty” status.
5. COLLEGE YEAR: The period of College District operations commencing on or about September 1 and including the immediately following fall and spring semesters and summer sessions.
6. CONTRACTUAL: As to personnel, those persons having a formal employment contract with the College District that prescribes a fixed term, compensation, and duties. All administrators and faculty are contractual.
7. EFFECTIVE: As to faculty evaluation, a performance rating of “Meets Standards of Performance” or “Exceeds Standards of Performance.”
8. FACULTY: Persons employed generally on an academic year basis and persons employed up to 11 months who are engaged in the delivery of academic programs. Faculty shall include instructors, counselors, resource consultants, and librarians, either full-time or part-time. A faculty member who is serving under a three-year contract of employment may use the title of professor.
9. FISCAL YEAR: The 12-month period beginning on September 1 and ending on August 31 of the next succeeding year.
10. FULL-TIME: As to professional support staff, employment in a job, the duties of which require not less than 30 hours of normally scheduled work per week. As to contractual personnel, employment on a contract requiring the performance of 50 percent or more of a full work load.
11. LIMITED FULL-TIME: As to professional support staff, those persons whose normally scheduled workweek is less than 30

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hours per week but is 50 percent or more of the applicable workweek.

12. PART-TIME: As to professional support staff, employment in a job, the duties of which require less than 50 percent of the applicable workweek. As to contractual personnel, employment requiring the performance of less than 50 percent of a full work load.
13. SCHOOL YEAR: The College District year, as herein defined.
14. STAFF: As to personnel, those persons who are employees of the College District whose employment relationship with the College District is not evidenced by a formal employment contract and who serve at will for no specified length of time. Wherever used in this manual, the term "professional support staff" shall mean "staff."
15. TEMPORARY: As to personnel, employment in a job of limited duration of not more than four and one-half continuous months during an academic year and having a completion date that generally can be projected at the time of employment.