

Calhoun Community College
Full-Time Faculty
Summer Employment Policy

Full-time employees of Calhoun College who are compensated on Salary Schedule D and employed by virtue of a nine-month contract cannot be guaranteed employment during Summer Semesters. However, when opportunities for summer employment are available, faculty who meet the criteria contained in State Board of Education Policy 603.02, or any successor policy thereof, will have first option, on a seniority/rotation basis, for scheduled classes. Summer contracts will be offered to an appropriate number of nine-month, full-time instructors who are qualified in the teaching positions for which there is sufficient enrollment and sufficient available funding to offer classes. *Placement of faculty name on the schedule does not imply an employment contract.*

Distance Education courses will be available to full-time faculty for selection as a part of the regular teaching load.

In divisions where the number of sections offered will provide a full teaching load for all full-time faculty who wish to teach in the summer, the Division Dean will work with those faculty within each teaching discipline to assign a teaching load. Assignments will be made, beginning with senior full-time faculty qualified to teach the courses offered.

In divisions where there are not enough courses offered to provide a full load for all full-time faculty who wish to teach in the Summer, the following definition of seniority will be used.

SENIORITY

- a. Seniority is determined by the total number of full-time teaching years at Calhoun combined with other periods approved by the President for credit toward seniority. Seniority is within each division for purposes of this policy. Credit toward seniority based on years of full-time pay will be calculated in accordance with the criteria for full-time employment compensation on Salary Schedule D, beginning with the respective employee's beginning employment date as shown on College payroll records.
- b. The President has the sole discretion to determine whether or not up to but not more than one year's seniority credit, for the purposes of this Policy, may be granted for any endeavor other than normal full-time employment. The President reserves the authority to grant such credit for an activity in which the respective employee engages while on authorized leave, with or without pay, if it is determined by the President that such activity (1) significantly enhances the ability of the instructor to carry out his/her professional duties and responsibilities for the College or (2) would tend to bring significant positive recognition to the College.
- c. Seniority is interrupted by a leave of absence unless the leave of absence is for a purpose approved for seniority credit by the President. For those leaves of absences for purposes approved by the President for credit, such credit will be granted upon evidence satisfactory to the President that the employee participated in the program, project, or

activity for which seniority credit was approved and that the positive effect(s) of such participation is (are) as presented by the employee in his/her request for seniority credit.

- d. In order to be considered for the receipt of seniority credit for activities other than regular full-time employment and which were carried out while on authorized leave, the employee seeking such credit must request the credit at the same time at which he/she makes his/her request for leave. The President has the option of disapproving the request, granting the request, or reserving his/her decision regarding the granting of credit until after the completion of the activity for which such credit is sought. In any case where the President has reserved his/her decision, the employee shall notify the President in writing of the completion of such activity, and the notification shall include a description of the activity and such other additional information or documentation as the employee deems would aid the President in making his/her determination. After reviewing the written confirmation by the instructor to the President of the completion of the activity for which seniority credit is sought, the President will give written notice to the instructor as to whether or not any seniority credit will be granted and, if so, how much credit.
- e. Under no circumstances will an employee be granted more than a total of one year's credit, including all full-time employment and all other activities for which seniority credit is granted, for any single academic year.
- f. Seniority is lost upon termination of employment and must be newly established with reemployment.
- g. If a tie in seniority exists between two or more faculty members, the tie shall be broken by:
 1. First, the degree completed, with Doctorate being considered highest;
 2. Then, if necessary, the number of graduate hours in the teaching discipline as listed on the SACS Faculty Credentials document in the Vice President of Instruction and Student Success' office.
 3. Then, if necessary, the number of years of full-time teaching experience outside of Calhoun Community College;
 4. Then, if necessary, a rotational basis established using alphabetical order by last name.
- h. Regardless of seniority, faculty will teach only in the disciplines/ areas in which they are qualified to teach.

ROTATION PROCESS (WHEN NEEDED)

A rotation process is to be used only if there are not enough summer courses to provide a full-time teaching load for all full-time faculty who wish to teach full-time in the summer. If a rotation process is to be used:

- a. Instructors, based upon seniority, shall select classes from disciplines/ areas in which they are qualified/credentialed to teach and in which they have taught on a "regular

basis" during the preceding academic year. Instructors will select two classes in the first round and one class in each subsequent round until all classes have been selected.

- b. To provide for the best interest of the students and/or to meet the need of the division or College, cases may arise in which (1) an instructor is qualified to teach in two or more disciplines/areas within an academic division (i.e. ENG and SPH) but teaches courses in only one of those disciplines/areas (SPH) during the academic year, or (2) an instructor may receive an appointment to a non-teaching position during the academic year. In these cases, the instructor should not be disadvantaged from course/class selection during the summer course/class selection process. The "regular basis" criteria may be waived by the Division Dean for these special cases.
- c. Cases may arise in which an instructor teaches on a "regular basis" in one discipline/area but not on a "regular basis" in a second discipline/area housed in a different division/department (i.e., CIS and MTH or PHY and CHM) but is qualified to teach in the second discipline. These instructors may select a class from the second discipline/area as part of their load, or request an overload class from the second discipline/area, only after completion of the selection process by the full-time faculty in that discipline/area.
- d. Faculty with release time of at least 3 hours will choose one course from each round.
- e. If a new course section is added after the rotation process is completed and/or the summer schedule has been printed, the rotation process may be modified.

HOME BASE

Each faculty member will have only one home base during any semester. Home base is determined as the location at which an instructor teaches the majority of his/her regular class teaching load. If the load is split between campuses 50-50, the location farthest from the individual's residence will be designated as the home base. A faculty member whose teaching load is equally split between two locations is to split office hours between the two locations as well. During the summer term, if a faculty member voluntarily chooses to teach at different locations (in order to make a desired load or for other reasons), no travel reimbursement will be paid by the College for travel between the different locations. If an instructor is required by the Division Dean to teach at different locations in order to cover classes offered, the instructor may be paid for travel upon submission of appropriate College forms.

All instructors will be placed in the seniority process by the same criteria regardless of home base.

SUMMER TEACHING LOAD

For the summer semester, the full teaching load for faculty will be a minimum of 12 and maximum of 13 credit hours for an academic instructor or 30 contact hours (the equivalent of at least 120 credit hour production) for a technical instructor and employment is contingent on enrollment. Overloads may be available for faculty only after the maximum full-time load has been reached and will lengthen the 35 hour work week by the number of hours of the overload class(es). The number of hours an instructor is required to work in the summer are as follows:

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| Full-Time | 35 hours per week |
| ¾ Time | 26.25 hours per week |
| Half-Time | 17.50 hours per week |
| ¼ Time | 8.75 hours per week |

An instructor may be employed for less than a full duty load for a summer term. Such instructor, however, must be paid a *pro rata* amount of Salary Schedule D compensation based on: (1) qualifications and experience; and (2) a full teaching load of twelve (12) hours per term. For example, an academic instructor teaching a three-hour load during the summer term would be compensated for three hours; an instructor teaching eight hours will be compensated for eight hours.

RELEASE TIME

- a. Release time during the summer will be granted as outlined below:

| Duty | Release Time |
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| Lead Faculty | one course |
| Developmental English/ Reading Labs Coord. | one course |
| Distance Ed. Coordinator | two courses |
| Asst. Distance Ed. Coord. | one course |

- b. In cases where a faculty member undertakes a nonteaching assignment (i.e. coordination of special programs, recruitment duties, curriculum revision, etc.), the appropriate teaching load will be determined by the Vice President of Instruction and Student Success with the approval of the President.
- c. Those with release time must teach at least one class to receive release time and compensation.

CLASS CANCELLATION

If a class is scheduled to be taught by a full-time faculty member and is canceled because of low enrollment, that faculty member will be given first opportunity to select a class that is scheduled to be taught by part-time faculty. No full-time faculty member will be denied the opportunity to teach if scheduled courses listed as *staff* are in the appropriate *qualified teaching discipline* and are available with adequate levels of enrollment.

LEAVE

- a. **Personal Leave:** The Vice President and the President will review requests for approval of personal leave during the summer on a case-by-case basis. If a request is found to be disruptive to the learning process in the classroom, the request will be denied. If an extended period of absence is anticipated during summer, the faculty member should not request summer employment.
- b. **Sick Leave:** Sick leave is accrued on the following basis for the summer:
 full-time - three days;
 less than full-time but equal to or greater than one-half time - two days;
 less than one-half time - one day

TRAVEL PAY

- a. No payment will be authorized for travel to teach classes for the summer 2010 semester.
- b. With the approval of the appropriate Academic Division Dean, payment for required non-instructional travel mileage (i.e., meetings, committee work, etc.) will be in accordance with the prevailing state travel rates. Faculty are expected to conduct office hours at all instructional sites at which the faculty member is teaching.
- c. No payment will be authorized for travel associated with the instruction of any "overload" class at any site.

FINAL AUTHORITY FOR SUMMER SCHEDULE

- a. The Vice President maintains the final authority for summer schedule creation within the above-stated policy. Fiscal factors and student demand will determine the size of the schedule offering. The Vice President recommends the number of sections for each division and site with no faculty names attached. In some instances, courses may be specified.
- b. All terms (such as regular basis, teaching discipline, and home base) will be defined by the Vice President of Instruction and Student Success in keeping with the Southern Association Credentialing Standards and any applicable legal opinions rendered on the topic.
- c. Teaching discipline/area seniority lists shall be filed in the Office of the Vice President each year and should also be distributed to each faculty. These seniority lists are submitted to the Vice President's Office as specified in schedule preparation notices.

Terms defined for the purpose of summer teaching policies:

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| Seniority: | The number of full-time teaching years at Calhoun combined with other periods approved by the President for credit toward seniority |
| Regular Basis: | The instructor has taught at least 6 hours within the discipline/area in the past nine-month academic year (two semester - Fall and Spring) |
| Teaching Discipline/Area: | The instructional subject(s) in which an instructor is qualified/credentialed to teach as on record in the Vice President for Instruction and Student Success' Office |