

CHAPTER:	Guiding Principles	DATE ADOPTED	NUMBER
EMPLOYEES		August 10, 1999	301
		Revised November 15, 2005 Revised July 11, 2006	
<b>SYNOPSIS:</b>			
1	Philosophy		
2	Administrative Responsibilities		
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1	<p>Philosophy: The quality of any educational institution's program is dependent on the skills, commitment, and enthusiasm of its employees. The Board seeks to employ the most outstanding personnel available. In return, the Board expects all of its employees to accept and support the institution's philosophy and purposes. All employees are expected to be aware of the policies, procedures, and programs of the College, to devote their professional services and individual skills to the realization of the institution's goals, and to discharge their duties in such a way as to reflect credit upon the College and themselves.</p>		
2	<p>Administrative Responsibilities:</p> <p>a. Administration: The President or designee shall coordinate employment procedures and practices concerning all College personnel. The President or designee shall keep on file a current organizational chart and job descriptions for all regular employees according to state and federal regulations.</p> <p>b. Classification of Employees: The President or designee shall provide for the classification of all employees of the College according to their duties.</p>		
3	<p>Employee Classification: In administering policies pertaining to employees, the following definitions shall apply in the classification of employees:</p> <p>a. Administrator: For purposes of the policy manual, administrator positions are identified as President, Vice Presidents, and Associate Vice Presidents.</p> <p>b. Instructional:</p> <p>(1) Full-time Instructor. An instructor is considered to be full-time if the Board designates the instructor full-time. The full-time teaching load for an instructor in college parallel courses/programs shall not exceed a maximum of sixteen (16) credit hours (credit courses that meet requirements specified in Iowa Administrative Code 281-21.2(260C)(13) per semester or the equivalent and an aggregate of a minimum of 28 clock hours per week. An instructor may have additional teaching assignment(s) provided the instructor consents to the additional assignment(s) and the total workload does not exceed the equivalent of 18 credit hours per semester. Arts and Science instructors' work week shall be 28 hours. The normal teaching load of an instructor in career education courses/programs shall be six clock hours per day and an aggregate of 30 clock hours per week or the equivalent (which includes class hours, office hours, and availability hours). In career education courses/programs there shall be sufficient time available to fulfill the necessities of the program. If this exceeds 28 clock hours, it will not be necessary for the instructor to have additional office hours or availability hours. An instructor in career education courses/programs may teach the equivalent of an additional three credit hours provided the instructor consents to the additional assignment. When a career education instructor's teaching assignment includes classroom subjects (non-laboratory), consideration will be given to assigning a teaching work load more in conformity with an instructor in college parallel courses/programs.</p>		

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The term “college parallel courses/programs” shall mean courses that are the equivalent of the first two years of a baccalaureate program and may also include: such courses as may be necessary to develop skills that are prerequisite to other courses and objectives; and specialized courses required to provide career options within the college parallel program. The term “career education courses/programs” shall mean courses that are offered as vocational education and career education in different occupational fields as defined by the state department of education that are not included in the above definition of “college parallel courses/programs”.

An Instructor in the subject area of arts and sciences shall meet either of the following qualifications:

- (a) Possess a master’s degree from a regionally accredited graduate school, and has successfully completed a minimum of twelve credit hours of graduate level courses in each field of instruction in which the instructor is teaching classes.
- (b) Has two or more years of successful experience in a professional field or area in which the instructor is teaching classes and in which post-baccalaureate recognition or professional licensure is necessary for practice, including but not limited to the fields or areas of accounting, engineering, law, law enforcement, and medicine.

An Instructor in the subject area of career and technical education shall be registered, certified, or licensed in the occupational area in which the state requires registration, certification, or licensure, and shall hold the appropriate registration, certificate, or license for the occupational area in which the instructor is teaching, and shall meet either of the following qualifications:

- (i) A baccalaureate or graduate degree in the area or a related area of study or occupational area in which the instructor is teaching classes; or
- (ii) Special training and at least 6,000 hours of recent and relevant work experience in the occupational area or related occupational area in which the instructor teaches classes if the instructor possesses less than a baccalaureate degree.

The Quality Faculty Plan adopted by the Board will apply to full-time instructors.

- (2) Adjunct instructor. An employee employed by the college without a continuing contract with a teaching load that does not exceed one-half time for two full semesters for the calendar year. The determination of whether a teaching load exceeds one-half time shall be based on the number of credits hours (credit courses that meet the requirements specified in Iowa Administrative Code 281-21.2(260C) (13) or non-credit hours that the college considers to be full-time teaching load for a regular full semester. Teaching periods of shorter duration than a regular semester, regardless of the number of credit or contact hours assigned to that period, are not credited in the load determination.
- c. Support Staff: Employees who are salaried and not ordinarily eligible for overtime wages. An employee whose position is considered of a professional classification other than that of an instructor.
- d. Classified Staff: Employees who are paid at an hourly rate and who are eligible for overtime wages.

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	Classified staff positions are identified as secretaries and custodians.		
4	<p>Nature of Appointment: At the time of authorization, each position shall be determined to be:</p> <p>a. <b>Certificated or Non-Certificated:</b> in which certificated means that certification by the State Board of Licensure is a requirement for the position held, and non-certificated means that no such certification is required.</p> <p>b. <b>Temporary or Regular:</b> in which temporary means an appointment, the length of which will generally be for less than one year. Conversely, a regular appointment is one which is expected to continue beyond its initial term. Regular employee is defined as an employee whose appointment is expected to continue beyond its initial term and is covered under the group insurance program of the College.</p> <p>c. <b>Full-time or part-time:</b></p> <p>(1) Full-time instructor: an instructor employed with a teaching load defined in paragraph 3b(1) above;</p> <p>(2) Full-time Support Staff positions shall consist of an appointment of at least nine (9) months with a clock-hour equivalency of forty (40) hours per week with additional time as required by the position;</p> <p>(3) Full-time and part-time Classified Staff positions shall be as defined in the master agreement.</p> <p>(4) Part-time Support Staff positions shall consist of an appointment for less than the criteria described above in Number 2.</p> <p>d. <b>Adjunct:</b> in which adjunct means an instructor employed without a continuing contract and with a teaching load defined in paragraph 3b(2) above.</p>		
5	<p>Probation: The Vice President of Instruction, Deans, and Instructional employees covered by Chapter 279 shall be on probation according to state statute. All other Support Staff and Classified employees shall be on probation during the first 180 days of employment.</p>		