



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DJ-8 Part-time Employment Guidelines

APPROVED: August 19, 1985 **REVISED:** July 9, 1996
Year of last review: 2021
AUTHORIZING BOARD POLICY: DJ

Classification: Administrative
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated Contact: Executive Director of Human Resources

OBJECTIVE: To outline guidelines for the appointment of part-time faculty* and staff for the assignment of instructional and non-instructional workloads.

PROCEDURE:

The District must utilize the available resources to meet its objectives. In this regard, the District may employ qualified individuals in a part-time capacity as faculty or staff in a variety of assignments.

- I. Instructional Assignments (Fall and Spring Semester)
 - A. Part-time faculty will be assigned no more than 10 contact hours or 19 studio/clinical hours when this is their sole assignment. If studio/clinical and contact hours are used in conjunction with other assignments, the combined FTE will not exceed 48%. Part-time faculty who teach 4 credit hour classes may teach no more than two concurrently.
 - B. Part-time faculty who teach in non-credit programs are limited to a maximum of 19 clock hours of instruction per week.
 - C. Part-time staff members may be employed in instructional assignments and must comply with the restrictions listed above.
 - D. With the interest of the institution being given first consideration, Administrators, Professional Support and Faculty who are employed on a full-time basis by the District may be simultaneously employed by the District on a part-time basis.

- II. Non-Instructional Assignments (Fall and Spring Semester)

Part-time faculty employed in non-instructional assignments will not exceed 19 hours per week or 48% FTE in conjunction of all assignments. It is the supervisor’s responsibility to determine whether their part-time employees are engaged in additional assignments with other departments within the District to ensure the total assignments are within the workload limits.

- III. Combination Assignments

A part-time staff member may be employed in a combination of instructional and/or non-instructional assignments for no more than 19 hours per week in the combined assignments. A maximum of three (3) equivalent credit courses per semester, or no more than 19 clock hours per week or equivalent combination, may comprise the total responsibilities.

- IV. Summer Assignments
 - A. The scheduling of faculty for part-time assignments is as follows: tenured and probationary faculty are given first consideration in the scheduling of instructional and non-instructional assignments unless an assignment requires a specific expertise.

* Note: The word “faculty” denotes instructors, counselors and librarians.

- B. Faculty teaching during the summer terms may be assigned instructional and non-instructional assignments as follows:
1. Part-time faculty may teach a total of four credit classes during the summer session. Classes may be taught in combinations of the short (5 week) sessions and the long (10 week) session. No more than two classes may be taught concurrently in a short session.
 2. Part-time instructors who are given combinations of instructional and non-instructional assignments in the summer may work up to 30 hours per week. This provision is applicable only during the ten (10) weeks which comprise the instructional period for the regular summer sessions. During the period of time between the end of spring semester and the beginning of the summer terms and from the end of the summer terms to the beginning of the regular fall semester, part-time faculty will continue to be restricted to no more than 19 hours of work per week.
 3. Full-time faculty (tenured, probationary and lecturers) who teach during the summer terms may be assigned a maximum of 40 hours per week in combination of instructional and non-instructional assignments. Instructional assignments must comply with the provisions of paragraph IV.B.1. above.

V. Full-time Equivalency (FTE) Guidelines.

See attached chart

VI. Any variation to the above guidelines must be approved through administrative supervisory channels through the appropriate Vice President.

FTE EQUIVALENCY

%FTE	Clinical/ Clock Hours	FT Contact Hours	FT Credit Hours	PT Credit Lab/Contact Hours	PT Studio Hours	FTEF
2	1					
4		1			1	.04
5	2			1		.05
7	3		1			.06
8					2	.08
9		2				.09
10	4			2		.10
12	5				3	.12
13			2			.13
14		3				.14
15	6			3		.15
16					4	.16
17	7					
19		4				.19
20	8		3		5	.20
21				4		.21
22	9					
23		5				.23
24					6	.24
25	10			5	7	.25
27	11		4			.27
28		6				.28
30	12			6		.31
32	13					
33		7	5		8	.33
35	14			7		.36
37	15				9	.37
38		8				.38
40	16		6			.40
41					10	.41
				8		.42

FTE EQUIVALENCY

%FTE	Clinical/ Clock Hours	FT Contact Hours	FT Credit Hours	PT Credit Lab/Contact Hours	PT Studio Hours	FTEF
42	17	9				
45	18				11	.45
47		10	7	9		.47
48	19				12	.48
50	(20)			(10)		.52
52	(21)	(11)				
53			8			.53
55	(22)			(11)		.58
57	(23)					
60	(24)	(12)	9			.60
61		(13)				.61
				(12)		.63
63	[25]					
65	[26]					
67	[27]	[14]	10			.67
71		[15]	11			.71
72	[29]					
75	[30]					
76		[16]				.76
77	[31]					
80	[32]		12			.80
81		[17]				.81
82	[33]					
85	[34]					
86		[18]				.86
87	[35]		13			.87
90	[36]	[19]				.90
92	[37]					
93			14			.93
95	[38]	[20]				.95
97	[39]					
100	[40]	[21]	15			1.00

() Exception authorized **ONLY** by Vice President
 [] **NOT** authorized for part-time employees

Revised 11/6/95