

**Board of Trustee Approval:** August 6, 2007

**Revised:** October 1, 2012; October 1, 2022

**Rescinded:** June 2, 2026

### Faculty

Full-time staff and full-time faculty are expected to work a 40-hour week. Full-time faculty are expected to be on campus a minimum of 30 hours per week. By necessity of the job, schedules of certain employees must be flexible, but all non-exempt personnel should be scheduled to work no more than 40 hours a week. The College President, upon recommendation of the appropriate Vice President, will establish the working hours of all faculty and staff. Full-time faculty members are expected to meet assigned classes as per the semester schedule and to devote additional time to advising and working with students outside of class. (See associated procedures for additional information.) Part-time faculty members employed by Sandhills Community College are contracted to teach a specified number of contact hours per semester. The contracted remuneration per course taught covers direct instructional contact hours and, depending on the instructional category, indirect instructional activities such as class preparation and grading, including one office hour per week per contracted course.

### Definitions

#### *Full-time Faculty Load*

A full-time faculty course load is 16-21 contact hours based on an average class size of 21-35 students. For online classes, classes will be capped at 25 students. Such a workload represents an average for the two-semester (Fall/Spring) academic year. For 10.5-month faculty, the summer load is 3-6 contact hours in either the first or second summer session, depending on the terms of their contract. For 12-month faculty, the summer load is 9 hours over the full summer semester. If summer enrollment is not enough to justify full-time employment, additional professional responsibilities may be assigned. These employees are eligible for all standard/fringe benefits, including State Retirement and medical, and are paid monthly. Faculty employees who work at least nine months per year are considered full-time employees.

#### *Teaching Specialists*

Teaching specialists are full-time faculty members whose primary responsibility is teaching. This position is not responsible for advising or committee work. Teaching specialists teach a minimum of 16 contact hours per semester. These employees have pro-rated vacation and sick

leave benefits. They are eligible for all standard/fringe benefits (except dental), including State Retirement and medical, and are paid monthly.

#### *Full-time Temporary Instructors*

These faculty are responsible for teaching an entire course, including lab/clinical hours. They are paid by the course on a monthly basis and teach more than 12 contact hours. They are classified as intermittent employees that work contracts that are nine months or less. They are eligible for a high deductible Health Plan (HDHP) with the State Health Plan, in compliance with the Affordable Care Act (ACA) but are not eligible for any other standard/fringe benefits.

#### *Part-time Faculty Members*

##### *Curriculum Adjunct Instructors*

Responsible for teaching an entire course, including lab/clinical hours. They are paid by the week, month, or course and are not eligible for standard/fringe benefits. The maximum part-time curriculum adjunct faculty load is 12 contact hours.

##### *Curriculum Adjunct Clinical/Lab Instructors*

Responsible for conducting only the lab/clinical portion of a course or program. They are paid by the hour, week, month, or course and are not eligible for standard/fringe benefits. The maximum part-time Curriculum Adjunct Faculty load is 12 contact hours.

##### *Part-time Continuing Education Instructors*

**Occupational Extension Instructors:** Responsible for teaching all or part of a course, including lab, clinical, or hands-on instruction. They are paid by the hour, week, month, or course, and are not eligible for standard/fringe benefits.

##### *College and Career Readiness Instructors*

Responsible for teaching an entire course or part of a course, including labs. They are paid hourly or by course on a monthly basis and are not eligible for standard/fringe benefits. The maximum part-time instructor workload in Continuing Education is 25 hours per week and are not eligible for standard/fringe benefits.

#### *Staff*

##### *Full-time Staff*

The normal workload for a staff member is 40 hours a week. Staff members may be expected to work irregular hours or during the weekend. These employees are eligible for all standard/fringe benefits, including State Retirement and medical, and are paid at a monthly rate. Full-time employees that work less than a 40-hour work week will have pro-rated vacation and sick leave benefits.

### Part-time Permanent Staff

Part-time permanent staff may be employed for no more than 25 hours per week. This limit of 25 hours per week includes all employment by any and all divisions of the College. Any exception to these work hours must be approved by the area Vice President or the President. Part-time permanent staff earn service credit for longevity. Part-time employees are required to keep a timesheet on a daily basis. They are paid hourly on a monthly basis and are not eligible for standard/fringe benefits.

### Part-time Temporary Staff

Part-time staff may be employed for no more than 25 hours per week. This limit of 25 hours per week includes all employment by any and all divisions of the College. Any exception to these work hours must be approved by the area Vice President or the President. Part-time employees are required to keep a timesheet on a daily basis. They are paid hourly on a monthly basis and are not eligible for standard/fringe benefits.

Any part-time employee of the College who is offered part-time employment in another area of the College is required to inform each supervisor of all assignments within SCC and complete a secondary employment approval form.