



## Operating Protocol & Procedure

### Details:

Number: 203

Title: Faculty and Instructor Positions

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 5/29/15

Effective Date: 5/29/15

Revised: 12/20/18

### Purpose:

To provide the definition and direction on the hiring of Faculty and Instructor personnel.

### Applicability:

All Faculty and Instructor positions.

### Definitions:

**Hiring Officer** – The individual responsible for the hiring decision of a position. This is typically the direct supervisor, but may be the cost center manager or second-level supervisor.

**Instructor** – Also known as “adjunct” are those hired to teach on a temporary as needed basis at an hourly rate within a range established by the Board. Any such appointment shall be for less than one academic year. Successive appointments may be made on an unlimited basis. Instructors are subject to the terms of their appointment and have no benefits except those provided by law. These are individuals hired to teach on a temporary, as-needed basis. Employment may be terminated by either party at any time.

**Limited Faculty** - Limited faculty may be full-time or part-time and hold contracts that are expressly limited so as to carry no expectancy of continued employment beyond the term of the contract, as determined by the College President. Limited faculty employment in state-funded positions shall not extend beyond three years. Limited faculty employment may be extended beyond three years only if the position is funded from other than State funds. State funds are defined in BP 3-20. Limited faculty are subject to the terms of their contract.

**Provisional Faculty** – Employees shall serve a provisional period from the date of employment until the completion of employment under three consecutive full year regular contracts. The provisional period may be extended for one additional year, but not to exceed four years, if the college president determines that additional time should be allowed.

**Regular Faculty** – Those hired to fill provisional or non-provisional faculty positions and who have due process rights under Board Policy 3-20.

**RTH** – Request to Hire form in Ultimus.

SBCCOE – State Board for Community Colleges and Occupational Education. Also known as “Board.”

Ultimus – PCC workflow software for the processing of various administrative procedures within the college

References:

SBCCOE Board Policy 3-10 (BP 3-10), [Administration of Personnel](#)

System President Procedure 3-10b (SP 3-10b), [Employment Practices for Instructors](#)

System President Procedure 3-10a (SP 3-10a), [Employment Background Checks](#)

SBCCOE Board Policy 3-20 (BP 3-20), [Due Process for Faculty](#)

SBCCOE Board Policy 3-60 (BP 3-60), [Employee Benefits](#)

Attachments/Related Forms or Documents:

None

Operating Protocol:

Faculty and Instructor positions shall be defined in accordance with Board Policies 3-10 (Administration of Personnel) and 3-20 (Due Process for Faculty). Regular faculty positions will be filled in accordance with the Pueblo Community College selection procedure. No permanent position will be announced until a current job description has been submitted and the Authorization to Recruit form in Ultimus, which includes the Position Analysis Form, is completed and approved.

New positions will be reviewed and processed in accordance with PCC Operating Protocol-Procedure 200 (Administration of Personnel). Faculty and Instructors will be administered in accordance with administrative procedures and SBCCOE Board Policies, and benefits will be offered as defined by and in accordance with SBCCOES Board Policy 3-60 (Employee Benefits). Positions at less than .75 FTE and instructor positions will not be eligible to receive benefits.

Procedure:

**Regular Faculty** - Upon completion of the selection process for regular faculty positions, the Hiring Officer will submit the Request to Hire (RTH) form in Ultimus and direct the individual to the Human Resources Office. The RTH must be completed and approved before a person may begin work. In addition, all pre-employment steps must be completed, including successful completion of a background check as required by SP 3-10a (Employment Background Checks), prior to beginning employment. The selected candidate must report to the Human Resources Office sufficiently in advance to begin employment on the first faculty day of the academic year or semester. Contracts will be adjusted based on the first date of authorized employment if it is not at the beginning of the session or course. New hires will not be authorized to commence employment until the Appointing Authority (President) approves the appointment through the Ultimus RTH process. Only when the official date of hire is provided to the hiring officer by HR through the RTH form may an offer of employment be considered approved and final.

**Limited Faculty** – Limited faculty appointments may not exceed three years. It is not necessary to complete the formal selection process, but all limited appointments must be approved by the College President. If the selection process is completed, it will follow the PCC selection process. Employees cannot be granted

provisional status until a formal search is conducted. The selected candidate must report to the Human Resources Office sufficiently in advance to begin employment on the first faculty day of the academic year or semester. Contracts will be adjusted based on the first date of authorized employment if it is not at the beginning of the session or course. New hires will not be authorized to commence employment until the Appointing Authority (President) approves the appointment through the Ultimus RTH process. Only when the official date of hire is provided to the hiring officer by HR through the RTH form may an offer of employment be considered approved and final.

**Instructors** - Department chairs, under the supervision of the appropriate Dean, shall recruit and recommend the appointment of part-time instructors within their instructional areas; a search process is not required. Department chairs shall interview and review transcripts and resumes and shall also generate the Request to Hire form using Ultimus. Part-time instructors must meet the same credential requirements as faculty and shall not teach more than 12 semester credit hours during any one semester. Part-time instructors shall be paid a rate approved by the State Board. Individuals hired must report to the Human Resources Office sufficiently ahead of time to ensure all hiring requirements are completed in order to begin employment on the first day of the class session they are teaching. Contracts will be adjusted based on the first date of authorized employment if it is not at the beginning of the session or course.

Instructors who have not been paid by the college in 120 days are required to be terminated in the banner system. The Faculty Chair/Hiring Officer will be required to submit termination paperwork through Ultimus. Human Resources provides advanced notice of the potential termination so that hiring officers can act to avoid the termination in Banner if desired. Once an employee has been terminated, the Hiring Officer will be required to submit a new RTH and have the employee complete a new hire or rehire packet, which may include a new background check if it has been more than a year since the previous background check was completed.