

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Personnel Policies and Procedures**

POLICY/PROCEDURE: **Faculty Appointments**

DATE: **March 1, 1993**

NUMBER: **2.12**

REVISION(S): **12/19/94, 07/29/08, 01/26/10**

**A. FACULTY CREDENTIAL DOCUMENTATION, VERIFICATION, AND EVALUATION**

All recommendations for appointment to the College faculty must be supported by a file containing an application, appropriate material establishing expertise and qualifications, and valid transcript(s). All faculty credentials and qualifications must be reviewed by the Division Chair and a written recommendation for employment made to the Vice President of Instruction. Faculty credentials shall be validated by the College.

**B. AUTHORITY TO APPOINT AND REAPPOINT FACULTY**

The President, with authority of the Board of Trustees, has final approval of all regular faculty appointments. The precise terms and conditions concerning each appointment shall be stated in writing on the official College Faculty Contract Form. Evaluation of performance will be an ongoing part of the re-appointment process and will be formalized to the extent that quality instruction is assured.

**C. TYPES AND TERMS OF FACULTY APPOINTMENTS**

**1. Regular Faculty Appointments (Academic Year and Extended).**

The President makes appointments using guidelines outlined in **COPP 2.10**. Regular academic year appointments are made for two successive semesters. Extended appointments may be made. No faculty member may be appointed to more than one academic year appointment in a fiscal year. Regular faculty appointments shall participate in staff benefits.

The President, with recommendation of the Vice President of Instruction, is authorized to appoint regular faculty and qualified administrators to each overload class at a rate of compensation set in the compensation plan or guidelines. The overload class appointment shall be outlined in a contract each term. Administrators teaching an overload during business hours must also receive prior written approval from the President on how the missed regular work hours will be made up each week. Only under extreme hardship conditions of the College may the approval of more than two overload classes during a school term for a regular faculty member or an administrator be executed.

2. **Associate Faculty Appointments**

The President, with recommendation of the Vice President of Instruction, makes associate faculty appointments to persons who can give substantial contributions of time, expertise, and participation in College programs. Associate faculty appointments are not eligible for staff benefits and are executed on a semester-by-semester basis, or other period for special purposes. The levels of appointment are outlined in **COPP 2.21**.

**D. CATEGORIES OF FACULTY APPOINTMENTS**

1. **Technical (170 Contract Days)**

Collegiate-level programs that are two (2) years in length, contain a planned, integrated sequence of classroom and laboratory experiences, and which provide intensive training in a field of specialization and include communications, math, social science, and related science and computer applications or fundamentals. All Associate of Applied Science programs are in this area. Other programs, including advanced technical certified programs, may fall in this category.

Faculty in these programs shall hold an associate degree or sixty (60) semester hours in an appropriate bachelor's program, appropriate certification in the discipline, and/or three (3) years of directly related work experience. A bachelor's degree is strongly recommended.

Faculty in the Registered Nursing program shall meet all qualifications as mandated by the State Board of Nursing.

2. **Postsecondary Career or Occupational, Non-degree (170 Contract Days)**

Programs that do not lead to the awarding of an Associate Degree. Courses are more applied, and the program contains limited requirements in general education or related support courses. Faculty in these programs will have eighteen (18) semester hours of post-secondary education in the teaching field or appropriate certification in the discipline, and four (4) years of directly related work experience. An Associate Degree and two (2) years of directly related work experience are strongly recommended.

3. **Academic (170 Contract Days)**

This area includes: (1) all courses designed for transfer to a senior institution; (2) general education courses in technical/non-degree programs; and (3) courses in which the majority of students transfer to a senior institution.

Faculty shall hold a master's degree with eighteen (18) graduate semester hours in the discipline taught.

**4. Secondary Career and Technical (190 Contract Days)**

Programs offered as part of a coordinated program of study in grades 10-12, or some part thereof, and in which funding is received through a contracted arrangement with the Department of Career Education. Current Arkansas Department of Career Education requirements must be met for employment. All new full-time Career Center instructors shall complete the teacher licensure (professional permit area) requirements within their first two years to be eligible for renewal after completion of the second year.

A high school diploma and five (5) years of related work experience and secondary certification are required.

**5. Adult Education (170 Contract Days)**

Programs that provide adults with instruction include Adult Basic Education (ABE) and General Adult Education (GED).

Full-time and part-time faculty shall hold a bachelor's degree in an appropriate discipline and a current Department of Education license. A master's degree is strongly recommended and is required if the instructor is also teaching developmental courses for math, English, or reading. Adult Education instructors are strongly recommended to pursue WAGE and ESL Certification if they do not possess them when originally employed. If a full-time teacher does not already have a license in Adult Education, that teacher must obtain an Adult Education additional license within the time frame set by the Arkansas Department of Career Education, Adult Education Division.

AUTHENTICATION (Signature):	COPP
_____ President	01/26/10 (Date)
	2.12