

COMMUNITY COLLEGE OF VERMONT

FACULTY HIRING CRITERIA AND CONDITIONS OF EMPLOYMENT POLICY

February 19, 2004

Revised: March 15, 2012

See also:

Complaint Resolution policy

Credit Hour policy

VSC Policy 202 - Criteria for Contracting

Part Time Faculty at CCV

*Faculty Development and Evaluation
policy*

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POLICY

CCV faculty members are temporary, part-time employees of the College. To insure that all staff and faculty members have a clear understanding of the professional criteria by which faculty are selected to teach at CCV and have a full understanding of the conditions of faculty employment, this policy outlines those conditions.

PROCEDURES

Hiring Criteria

1. Consistent with VSC Policy 202 - Criteria for the Contracting of Part-Time Faculty at CCV
 - a. Faculty members are contracted as temporary, part-time employees. Subsequent employment is offered at the College's sole discretion.
 - b. CCV faculty members should meet or exceed the following criteria:
 - i. hold an earned master's degree from an appropriately accredited institution in a field of study relevant to their teaching assignment; and
 - ii. have prior college or secondary teaching experience or relevant professional experience which demonstrates an ability to teach.
2. If exceptional circumstances require CCV to employ faculty who do not meet the criteria established in VSC Policy 202, the academic dean must approve exceptions.
3. All faculty members are selected by CCV's academic staff and receive orientation regarding academic and administrative expectations. The academic dean makes final approval decisions for hiring of all faculty members.

Conditions of Employment

1. As temporary, part-time employees, faculty members are offered the opportunity to teach at CCV under the following conditions:
 - a. enrollment for the course meets the class size standards established by the College;
 - b. the faculty member has completed required forms including, but not limited to, W-4 and I-9 forms as required by the Internal Revenue Service, and direct deposit and consent to sign contracts online forms required by the VSC;
 - c. the faculty member has completed an employment application, provided a resume with references, and provided official transcripts for all degrees earned;

- d. the faculty member has signed the *Vermont Teacher's Oath* (see Vermont Statutes Annotated, Title 16, Section 12); and
 - e. the faculty member has agreed to the terms of the CCV contract for faculty employment.
2. The CCV contract for faculty employment includes the following terms.
The instructor must:
 - a. participate in "Great Beginnings: An Orientation to Teaching and Learning at CCV" prior to teaching a first semester at the College;
 - b. complete the Introduction to Online Teaching course if teaching a CCV online or hybrid course for the first time;
 - c. comply with academic expectations, which include providing a course description and syllabus and selecting course material and/or textbooks in a timely manner [Note: The College considers all CCV course descriptions and syllabi to be part of the public domain];
 - d. conduct designated class meetings as outlined in the College's Credit Hour policy;
 - e. provide mid-term evaluations to students and submit final evaluations and grades within one week of the last class meeting; and
 - f. comply with all College rules, regulations, policies and directives.
3. Because faculty members are part-time, temporary employees, they are offered contracts not to exceed eleven (11) CCV credits in any one semester, excluding independent studies, other CCV teaching and non-teaching services paid on an hourly basis and any employment through other Vermont State Colleges. Subsequent employment is offered at the College's sole discretion.
4. The rate of pay for faculty members is established annually by the president of the College and is included in the faculty contract.
5. In circumstances where CCV determines that an instructor is not meeting contractual obligations, the College may terminate employment at will.

Note: This policy combines 2 former policies, *Criteria for Hiring Faculty* and *Conditions of Employment for CCV Faculty*.