

COMMUNITY COLLEGE OF VERMONT

FACULTY HIRING CRITERIA AND CONDITIONS OF EMPLOYMENT POLICY

March 15, 2012

Revised: April 2, 2025

See also:

*Complaint Resolution
Policy*

Credit Hour Policy

*VSCS Policy 208 Criminal and
Credit Background Check
Policy*

Faculty Evaluation Policy

*Agreement Between CCV
and CCV United Faculty
(2021-2025)*

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POLICY

CCV does not employ any full-time faculty. Its faculty members are part-time employees of the College hired on a semester-by-semester basis. This policy sets forth the hiring criteria, conditions of employment, and workload expectations for faculty.

PROCEDURES

Hiring Criteria

1. Faculty members are part-time employees hired to teach at CCV on a per-course basis. All faculty appointments and assignments are made by the appropriate administrator. No appointments shall create any right, interest, or expectancy in any further appointments beyond its specific term, except as otherwise provided in the *Agreement*.¹ All assignments shall be at CCV's sole discretion. CCV shall determine the number of assignments and the particular assignment(s) to be offered to any faculty member.
2. CCV faculty should meet or exceed the following criteria:
 - a. Hold an earned master's degree or an acceptable substitute from an appropriately accredited institution in a field of study relevant to their teaching assignment;
 - b. Have some prior college or secondary school teaching experience or relevant experience which has contributed to their ability to teach the particular course;
 - c. Hold a position within the community that demonstrates their leadership and expertise in the field in which they teach; and
 - d. Have knowledge of current trends and future directions of the profession, business, or trade in which they teach.

¹ Agreement Between CCV and CCV United Faculty (2021-2025) or its successor agreement.

3. The Academic Dean may approve exceptions to this policy if exceptional circumstances exist, requiring CCV to employ faculty who do not meet these criteria.
4. Faculty are selected by CCV's academic staff and receive orientation regarding academic and administrative expectations. The Academic Dean makes final decisions for hiring of all faculty members.

Conditions of Employment

1. Faculty appointments are offered at the discretion of the College and are contingent on the following conditions:
 - a. Enrollment for the course meets the class size standards established by the College;
 - b. The faculty member is eligible to work in the United States, maintains residency in a U.S. State that the Vermont State Colleges is authorized to do business in, and has completed all required forms including, but not limited to, the W-4 and I-9 forms, Vermont catamount form, eligibility for the VSC Tax-deferred Annuity Plan, and direct deposit form;
 - 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 successfully passed a criminal background check as outlined in VSC policy 208;
 - e. The faculty member has signed the Vermont Teacher's Oath (see Vermont Statutes Annotated, Title 16, Section 12); and
 - f. The faculty member has agreed to comply with all the terms of employment at CCV.
2. Faculty are expected to perform teaching and administrative duties in accordance with the requirements of CCV. Such work shall include academic responsibilities, related administrative responsibilities, and reasonable availability to students. Workload responsibilities for CCV faculty include but are not limited to:
 - a. Complete all sections of the syllabus in the Course Syllabus Builder for each course to be taught no later than 30 calendar days before the start date of the semester in which the faculty member is scheduled to teach. [Note: The College considers all CCV syllabi to be in the public domain.];
 - b. Submit required orders for textbooks and/or other course materials to the CCV Bookstore or science lab administrator in compliance with stated deadlines. Respond to follow up inquiries regarding such orders in a timely way;
 - c. Participate in the Great Beginnings orientation prior to teaching a first semester at CCV;
 - d. Build a course in the learning management system for each section being taught that includes the complete syllabus and a welcome message no later than two weeks before the start of the semester. The first week's assignment will be made available to students no later than one week before the start of the

semester. Online courses must include additional information as stated in the “Course Introductions, Expectations, and Objectives” section of the Best Practices and Expectations for High-Quality Online Instruction document;

- e. Conduct designated class meetings in compliance with CCV's Credit Hour policy;
 - f. Submission of weekly attendance records is strongly encouraged;
 - g. Provide midterm evaluations to students no later than one week following the midpoint of the course being taught and submit final evaluations and grades for all students on the class roster no later than one week after the final class meeting;
 - h. Build a gradebook within the learning management system that aligns with the assessment methods on the syllabus and maintain an up-to-date course grade for all students;
 - i. Complete satisfactorily the Introduction to Online Teaching course prior to teaching a CCV online, synchronous, or hybrid course for the first time;
 - j. Comply with all College rules, regulations, policies, and directives;
 - k. Perform such other responsibilities and services as may be appropriate to the responsible completion of the foregoing duties, including completion of required VSC training modules;
 - l. The VSCS issued email is the official College email and shall be used to conduct all business related to CCV teaching. Email must be accessed behind a VSCS log in. Forwarding email from the VSCS issued email to another email server is not secure or private and therefore prohibited.
3. No faculty member may be assigned nor shall the faculty member accept more than 12 combined credits at CCV and Vermont State University.
 4. The rate of pay for faculty members is established annually by the President of the College, except as otherwise provided in the *Agreement*.
 5. Faculty members may receive a notice of non-reappointment due to unsatisfactory teaching performance or misconduct or a termination notice during the appointment period. CCV will follow any applicable procedures for faculty covered by the *Agreement*.