

# COMMUNITY COLLEGE OF VERMONT

## FACULTY HIRING CRITERIA AND CONDITIONS OF EMPLOYMENT POLICY

March 15, 2012

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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. Consistent with VSC Policy 202 - Criteria for the Contracting of Part-Time Faculty at CCV and the Agreement between CCV and CCV United Faculty ("Agreement"):
  - a. 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*. All assignments shall be at CCV's sole discretion, except as otherwise provided in the *Agreement*. CCV shall determine the number of assignments and the particular assignment(s) to be offered to any faculty member.
  - b. CCV faculty should meet or exceed the following criteria:
    - i. 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;
    - ii. have some prior college or secondary school teaching experience or relevant experience which has contributed to their ability to teach the particular course;
    - iii. hold a position within the community that demonstrates their leadership and expertise in the field in which they teach; and
    - iv. have knowledge of current trends and future directions of the profession, business, or trade in which they teach.
2. The Academic Dean may approve exceptions to this policy if exceptional circumstances exist, requiring CCV to employ faculty who do not meet the criteria established in VSC Policy 202.

See also:

*Complaint Resolution Policy*

*Credit Hour Policy*

*VSC Policy 202-Criteria for*

*Contracting Part Time Faculty at CCV*

*Faculty Development and*

*Evaluation Policy*

*Agreement Between CCV and CCV*

*United Faculty (2018-2021)*

3. Faculty 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. Faculty are offered the opportunity to teach at CCV contingent on meeting the following conditions:
  - a. enrollment for the course meets the class size standards established by the College;
  - b. the faculty member 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 signed the Vermont Teacher's Oath (see Vermont Statutes Annotated, Title 16, Section 12); and
  - e. 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:
  - a. Submit a complete course description 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 and submit a complete syllabus for each course to be taught no later than one week before the start of the semester. [Note: The College considers all CCV course descriptions and 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 page in the learning management system for each course being taught, including, at a minimum, the course description, syllabus, and the first week's assignment, no later than one week before the start of the semester.
  - e. Conduct designated class meetings in compliance with CCV's Credit Hour policy.
  - f. Submit required weekly attendance records.
  - 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. Create an online gradebook in the course page of the learning management system that provides assignment grades and a to-date course grade for all students.
  - i. Complete satisfactorily the Introduction to Online Teaching course prior to teaching a CCV online 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.
3. No faculty member may be assigned nor shall the faculty member accept more than 11 credits per semester at CCV and within the Vermont State College System.
  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 covered by the *Agreement* may receive a notice of non-reappointment due to unsatisfactory teaching performance or misconduct, in accordance with the *Agreement*. CCV may terminate the employment of those faculty not covered by the *Agreement* whose performance is unsatisfactory or who engage in misconduct.