



REGULATIONS

REG No.: 911

CATEGORIES OF COLLEGE EMPLOYEES

I. PURPOSE

Defines the college's classification of employees.

II. BACKGROUND and/or LEGAL REFERENCES

See also Regulation 892, Contract and Noncontract Employees.

III. POLICY

- A. The college shall establish a comprehensive classification of full-time employee categories.
- B. The college shall clearly define membership in each category and clearly distinguish each category from the others.
- C. The system of classification, including definitions of categories, shall be approved by the Board of Trustees and shall be published in the college's Regulations Manual.

(POLICY APPROVAL: 1-18-95, 2-21-96, Board of Trustees)

IV. EMPLOYEE CLASSIFICATIONS AND DEFINITIONS

- A. The classification system for full-time employees recognizes two major divisions, *faculty* and *staff*, with the latter grouping divided into two categories, *administrative staff* and *support staff*. The subgroupings and definitions within this tripartite classificatory scheme are as follows:
 - 1. *Administrative Staff* (or, simply, "administrators") are professional, contract employees of the college (a) with administrative/managerial appointments rather than teaching responsibilities; (b) who provide services in a professional field that normally, though not always, requires at least a baccalaureate degree; and (c) who may supervise support staff, other administrative staff, or faculty.
 - a. Executive Staff: senior-level administrators (vice-presidents and deans) who report directly to the president.
 - b. Professional Staff: all other administrative staff.
 - 2. *Faculty* are professional, contract employees of the college (a) who are accorded the title of instructor by authority of the Board of Trustees and whose primary contractual responsibility consists of teaching or (b) whose contractual appointment is as librarians or (c) whose contractual appointment is as academic counselors in Student Services.
 - a. Full-Time Faculty: faculty employed to teach 15 credit hours per semester (40 clock hours per week) or their equivalent in other duties on release time from teaching.
 - b. Part-Time Faculty: persons hired to teach specific courses on a per-term basis, with no guarantee or promise of continued teaching assignments or further employment with the college, who are employed and compensated on a per-course or per-semester-hour basis, and whose workload consists of fewer than

15 credit hours per semester (40 clock hours per week) or their equivalent in other duties on release time from teaching.

3. *Support Staff* are noncontract, nonprofessional employees of the college (a) who do not hold administrative/managerial or teaching appointments; (b) who provide services in a field that normally does not require a baccalaureate degree; and (c) who typically perform services to support operations, functions, or offices for which a member of the faculty or administrative staff is responsible.
 - a. Secretarial/Clerical Staff: support staff whose primary assignment is in office, secretarial, or administrative services.
 - b. Paraprofessional Staff: support staff whose primary assignment concerns the provision of services requiring more extensive background or more specialized preparation than generic office, secretarial, or administrative services.
 - c. Auxiliary staff:
 - i. Custodial Staff: support staff whose primary assignment is in janitorial/housekeeping services.
 - ii. Maintenance Staff: support staff whose primary assignment is maintaining and repairing the physical plant.

V. PROCEDURES

- A. The college's system of employee classification is developed by applying a technique called *componential analysis*, which refers to a method for developing a taxonomy of a given domain of phenomena by grouping "like things" together and making finer and finer distinctions based on differences and similarities in their component characteristics.
- B. Applying this technique to the case at hand • employees of the college • six variables emerge as significant:

- A. **EMPLOYMENT STATUS**
 1. employed by college
 2. not employed by college
- B. **EDUCATIONAL PREPARATION**
 1. must meet minimum criteria for teaching as established by SACS, the Southern Association of Colleges and Schools (normally, minimum of master's degree or equivalent required)
 2. minimum may be other than master's degree and is not established by SACS
- C. **EMPLOYMENT TYPE**
 1. professional
 2. not professional
- D. **EMPLOYMENT AGREEMENT**
 1. by contract
 2. not on contract
- E. **ASSIGNMENT DESIGNATION**
 1. instructor, librarian, or academic counselor

2. other than instructor, librarian, or academic counselor

F. ASSIGNMENT TYPE (primary contractual responsibility)

1. academic/instructional or academic service
2. nonacademic/noninstructional

C. The constellation of variables that constitutes a componential profile of "faculty" at WCJC is A.1, B.1, C.1, D.1, E.1, F.1. And the profile (or definition) of "staff" is A.1, B.2, E.2, F.2. (Variables C and D are not significant in distinguishing "faculty" from "staff," but they are significant in distinguishing "administrative staff" from "support staff.") The results of this componential analysis may be presented in tabular form as follows:

	A	B	C	D	E	F
FACULTY	1	1	1	1	1	1
ADMINISTRATIVE STAFF	1	2	1	1	2	2
SUPPORT STAFF	1	2	2	2	2	2

Membership in the class or domain is determined by the value of the first variable, while the remaining variables provide distinguishing characteristics among members within the domain, as follows:

Variable A: indicates all three are members of the same domain ("employees of the college")

Variables B, E, F: distinguish "faculty" from "staff"

Variables C, D: distinguish "administrative staff" from "support staff"

D. Continuing this technique of componential analysis produces finer and finer distinctions throughout the taxonomic tree. For example, within the category of "administrative staff," the method distinguishes between "executive staff" and "professional staff." Within "maintenance staff," the method distinguishes between "skilled craftspersons/artisans" and "general maintenance workers."

VI. GUIDELINES

- A. Division chairs are defined as faculty by the phrase "whose primary *contractual* responsibility consists of teaching" (emphasis added). Faculty members may be given other duties (such as administrative ones) in lieu of teaching (with or without release time from teaching), yet they are still employed primarily as teachers.
- B. Librarians and academic counselors are included in the definition of *faculty*; but those who provide counseling of a nature other than academic (meaning thereby curriculum-related counseling or advising as provided by Student Services counselors) such as financial, personal, or clinical are not included in this definition.

Reg 911

4

Reg 911