

# BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS

**SERIES:** 4 | **Human Resources**  
**RULE:** 45.2 | **Part Time Employees and Adjunct Faculty**

**Scope:** | Rule regarding utilization of part-time employees at Blue Ridge Community and Technical College, including adjunct faculty.  
**Authority:** | W. Va. Code § 18B-2A-4, 18B-7-6, WV CSR §135-53  
**Approval Date:** | 8/07/19  
**Effective Date:** | 10/01/19

## **SECTION 1.** Purpose.

- 1.1. The provision of this Rule are not intended to establish a rule mandate under which any part time or temporary employee may claim a right of full time employment. The President and his or her designees are intended under this Rule to exercise their judgment, in their sole discretion, to fulfill the Board of Governor's intention under this Rule.

## **SECTION 2.** Definitions.

- 2.1. Adjunct faculty. Those persons who are not designated for full time employment. The rule set forth herein as to adjunct faculty shall have no application to the adjunct faculty appointment of persons otherwise employed as full time staff employees.
- 2.2. Part time staff. Those non-faculty employees whose status is defined in Sections 2.1 and 2.2 of Rule 45.1 of this Board of Governors.

## **SECTION 3.** Part Time Staff

- 3.1. It is the rule of the Board of Governors that full-time regular employment status, including the provision of benefits is the preferred status of employment for staff employees. The Board of Governors provides for a benefit plan for full time employees that include retirement, insurance, leave, and other benefits. These benefits are offered as part of the comprehensive compensation of employees because the Board of Governors recognizes that a benefits plan of this type improves morale and productivity. The Board of Governors also recognizes that a benefits plan of this type attracts greater quality in our workforce.
- 3.2. Part time staff and adjunct faculty are eligible to participate in a non-contributory retirement plan. This is the only benefit that they are eligible to participate in while employed part time.
- 3.3. The use of reasonable numbers of part time staff is required for effective operation of the institution. Defined tasks are sometimes better suited to being assigned to a part time employee. Workload may only demand an additional .5 FTE (full-time equivalent) or less. A part time employee may be an appropriate remedy for a unit where workload is regularly requiring overtime work. As a governing principle, in the absence of dire financial condition Blue Ridge CTC will not hire multiple part time staff for the specific purpose of avoiding the cost of benefits.
- 3.4. The use of reasonable numbers of part time or full time temporary staff employees is required to permit Blue Ridge CTC to address periodic fluctuations in workloads within various departments of the College. As a governing principle, in the absence of dire financial conditions, the College will not hire temporary staff employees for the specific purpose of avoiding the cost of benefits.

## **SECTION 4.** Adjunct Faculty

- 4.1. It is the rule of the Board of Governors that Blue Ridge CTC shall employ sufficient numbers of full time faculty to maintain an effective shared governance process in the management of academic programs, student advising, and scholarship. The Board of Governors provides for a benefit plan for a full-time employee that includes retirement, insurance, leave, and other benefits. These benefits are offered as part of the comprehensive compensation of employees because the Board recognizes that a benefits plan of this type improves morale and productivity. The Board of Governors also recognizes that a benefits plan of this type attracts greater quality in our workforce.
- 4.2. The use of reasonable numbers of adjunct faculty is required for the effective and efficient delivery of instructional services. Adjunct faculty allows the institution to expand the breadth of course offerings at a manageable cost. Often adjuncts bring special credentials or experiences to the instructional faculty which could not be obtained through a full-time hire. The President and the academic officers of administration are responsible for maintaining a reasonable and appropriate balance in the utilization of full-time and adjunct faculty.

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