

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Categories of College Employees	Section D: Personnel	
Policy Title: Employment Practices	Policy: DCA (Legal)	
Subtitle: Term Contracts	Date Adopted: 09/01/2026	

Purpose

This procedure defines the College's classification of employees.

Procedure

- 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 classified staff. The subgroupings and definitions are as follows:
 1. Administrative Staff means a person who serves in an exempt position.
 - a. Executive Staff: Administrative staff who have significant administrative duties relating to the operation of the institution, including Vice Presidents, Associate/Assistant Vice Presidents, and Deans.
 - b. Professional Staff: All other administrative staff who serve in an exempt position. Professional staff hired after September 1, 2026, are not eligible for a contract.
 2. Faculty are professional, contract employees of the College who are accorded the title of instructor by authority of the Board of Trustees and whose primary contractual responsibility consists of teaching.
 - a. Full-Time Faculty: Faculty employed to teach 15 equated pay hours (EPH) 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 hourly basis, and whose workload consists of fewer than 15 EPH hours per semester (40 clock hours per week) or their equivalent in other duties on release time from teaching.
 - c. Division chairs are defined as faculty by the phrase "whose primary contractual responsibility consists of teaching". Division Chairs are

employed primarily as instructors, but may receive release time for administrative duties, as determined by the Provost.

3. Classified 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.