

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Categories of College Employees	Section D: Personnel	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Employment Practices	Policy: DCA (Legal)	
Subtitle: Term Contracts	Date Adopted: 08/01/2020	

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 support staff. The subgroupings and definitions are as follows:
 - 1. Administrative Staff (or, simply, "administrators") means a person who has significant administrative duties relating to the operation of the institution, including the operation of a department, College, program, or other subdivision of the institution.
 - a. Executive Staff: Senior-level administrators (Vice Presidents) 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 a librarian or (c) whose contractual appointment is as an academic counselor in Student Services.
 - 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. Those who provide financial or curriculum-related counseling are not included in this definition.
 - d. Division chairs are defined as faculty by the phrase "whose primary contractual responsibility consists of teaching". 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 instructors.
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:
 - 1. Custodial Staff: Support staff whose primary assignment is in janitorial or housekeeping services.
 - 2. Maintenance Staff: Support staff whose primary assignment is maintaining and repairing the physical plant.

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