

HOW TO EMPLOY FACULTY

EMPLOYMENT STATUS	WEEKLY LOAD	SALARY SCHEDULE	PAY BASIS	BENEFITS
Regular Employee First-year, Second-year, Third-year or Fourth-Year Contract Employee	More than 60%	Faculty Salary Schedule	Annual Rate (or fraction thereof if less than 100%)	Health Insurance Dental Insurance Salary Continuance Insurance Life Insurance Vision Insurance Employee Assistance Plan
Temporary (Substitute) Contract Employee	a. More than 60% for a full semester or year	Faculty Salary Schedule	Annual Rate (or fraction thereof if one semester and/or less than 100%)	Health, Dental, Salary Continuance, Life and Vision Insurance Employee Assistance Plan
Long-term Substitute	b. More than 60% but less than a full semester or year	Faculty Salary Schedule	Per Diem Equivalent (or fraction thereof if less than 100%) Ed Code 87815	Health Insurance (UF, Art. 21.9.5)
Temporary (Part-time) Employee Temporary (Substitute) Employee	60% or less	Teaching Salary Schedule For Extended Day Program, Temporary (Part-time) Day Faculty and Summer Session*	Hourly Rate	Health Insurance if qualified under UF Contract (Proportionate)

* For instructors. Use appropriate faculty salary schedule for others.

Academic Employees

- Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.
- Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisor or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professional in health services, DSPS and EOPS.
- The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full-time or part-time. The Board delegates the authority to the Chancellor (or designee) to determine the extent of the District's needs for temporary faculty.

4. The District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

Academic Titles

1. A tenured faculty member may use the title Professor or Instructor.
2. A probationary faculty member or a full-time faculty member who is non-tenure track may use the title Assistant Professor or Instructor.
3. A part-time faculty member may use the title Adjunct Professor or Instructor.

Education Code Section 87400, 87419.1, 87600, 87482.8
Title 5, Section 51025