Section 3
Human Resources

The purpose of this section is to record the various personnel rules, regulations, policies, and procedures of the Federal and State governments, the State Board, and the System Office. Special attention is given to the difference in provisions for faculty and classified employees.

3.0 Categories of Employment (SB)

All employees in the VCCS are State employees. Personnel are further categorized as follows:

3.0.0 Nine-month Teaching Faculty

Full-time teaching faculty (including program heads and assistant division chairmen) are normally on nine-month appointments which include the fall and spring semesters of the academic year. All assistant division chairmen and program heads are appointed as teaching faculty. Such appointments are made at the discretion of the individual college.

3.0.1 Twelve-month Professional Faculty

Professional faculty are individuals holding non-teaching positions with continuing responsibilities, employed on a twelve-month basis beginning July 1 and ending on June 30. All professional faculty are assigned a faculty rank for which they qualify. Librarians and Counselors are professional faculty. Colleges may also designate Coordinator, Assistant Coordinator, and Administrative Officer level positions as professional faculty.

3.0.2 Twelve-month Administrative Faculty

Administrative faculty perform work related to the management of the educational and general activities of the college, department, or division. All administrative faculty are normally employed on a twelve-month basis beginning on July 1 and ending on June 30. Twelve-month administrative faculty personnel are assigned a faculty rank for which they qualify.

3.0.3 Restricted Faculty

Restricted faculty are individuals holding a restricted appointment to instructional, administrative or professional faculty positions. A restricted appointment is an appointment to a position that is funded in whole or in part by non-State revenues, or has been accepted under special conditions, or that is identifiable as non-continuing in nature.

3.0.4 Regular Part-Time Faculty

Regular part-time faculty are employed on a continuing basis to teach less than a full load.
3.0.5 Adjunct Faculty

Adjunct faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester or summer term basis. The adjunct faculty contract contains no guarantee of continued employment.

3.0.6 Classified Employees

Classified employees are employees who occupy positions that are listed in the Commonwealth’s Compensation Plan, and who are covered by the Virginia Personnel Act as found in Chapter 10, Title 2.1 of the Code of Virginia, once they have completed the probationary period.

3.0.7 Wage Employees

Wage employees are employees not covered by the Virginia Personnel Act (also referred to as hourly, P-14, or WE-14 employees) who are non-exempt for purpose of overtime compensation, and who are used to supplement the workforce during seasonal or temporary workloads, to provide interim replacements, or to perform short-term projects, or other jobs that do not require full-time classified employees. Wage employees are limited to working 1500 hours per agency per year.

3.1 Academic Rank and Administrative Titles

3.1.0 Academic Rank

The titles authorized for the four standard levels of faculty rank are Professor, Associate Professor, Assistant Professor, and Instructor. The qualifications for these are on the VCCS-29.

3.1.1 Special Rank

a. Assistant Instructor may be used for individuals, appointed on a temporary or emergency basis for one year, meeting most of the minimum requirements for the instructor rank and who show evidence of being able to complete such requirements within one year. A one-year renewal may be requested by a college administrator for a person who is actively pursuing completion of the necessary requirements.

b. Lecturer may be used when qualifications make it more appropriate than other titles. It may also be used for grant funded positions if VCCS-29 qualifications do not apply.

3.1.2 Emeritus: The Emeritus/Emerita title is honorific and is intended to acknowledge outstanding service to the Virginia Community College System. It does not represent any entitlement to authority, rights, privileges or resources.

a. President Emeritus.

1. Eligibility: Candidates for emeritus status must have provided ten or more years of outstanding, distinguished, and honorable service to the VCCS in positions of substantial leadership to include the role of president.