

### **D.2.5.1 (Procedure) Hiring Authority, Status, Assignments and Duties**

Responsible Department: Human Resources

Based on Board Policy: [D.2.5](#) - Hiring Authority, Status, Assignments, and Duties

Approved: 4-28-09

Amended: 11-19-16, 5-29-17, 10-25-17

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*In this procedure the term "Chancellor" means "Chancellor, Interim Chancellor, Acting Chancellor, or designee, including a College President."*

## **CONTRACT EMPLOYMENT**

### **Administrator Appointments**

The Board shall hire and renew or non-renew the contracts of the Chancellor and the District Director of Internal Audit. The Board will evaluate the performance of the Chancellor and the Director of Internal Audit annually and provide guidance to both leaders. Upon recommendation by the Chancellor and approval by the Board, administrators shall be hired using contracts of one or two year terms. Contract renewal or nonrenewal for these positions shall be considered by the Board no later than the regular May Board meeting.

### **Faculty Appointments**

The Chancellor shall recommend full-time faculty appointments to the Board for approval at the time of hire and annually thereafter, based on the recommendations of the Presidents of the Colleges. The Chancellor shall recommend to the Board non-renewals of faculty appointments based on the recommendations of the Presidents of the Colleges.

There are two types of full-time faculty appointment: tenured and non-tenured. The terms and conditions of every full-time appointment to the faculty shall be stated in writing and be in the possession of both the institution and the faculty member before the appointment is consummated.

Faculty appointed to a full-time position are eligible to apply for promotion in rank.

### **Adjunct Faculty Appointments**

The Chancellor shall hire temporary employees including adjunct faculty.

Adjunct faculty may be hired in a full-time or part-time capacity and shall be hired on a semester-by-semester contract basis contingent upon the needs of the College District. Adjunct faculty members accrue no tenure rights and are not guaranteed any employment beyond the semester for which they are employed.

The College District shall not hire as adjunct faculty members former College District faculty members who were denied tenure, or whose contracts were not renewed for reasons other than program reduction. Former College District faculty members who were denied tenure or whose

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contracts were not renewed for reasons other than program reduction are not eligible for hire, rehire, or assignment at any of the Colleges of the Alamo Colleges District.

For purposes of salary and employee rights and benefits, adjunct faculty are defined as follows:

- a. Adjunct with Benefits - faculty teaching 12 or more workload units or the equivalent; paid, on the basis of qualifications, at the rate published in the pay schedule for full-time temporary faculty ; and eligible for all employee rights and benefits as defined by applicable programs with the exceptions noted above (see *Adjunct Faculty Appointments*).
- b. Adjunct without Benefits - faculty teaching fewer than 12 workload units or the equivalent and paid in accordance with a salary schedule determined on a per-class basis. This category of adjunct faculty is not eligible to accrue leave or receive fringe benefits.

#### **Faculty Department Chairpersons**

Contracts for twelve months will be issued to department chairpersons appointed by the College President following an assessment of department needs.

#### **Full-time Faculty Summer Employment – Full-time Faculty**

A summer employment agreement is a term contract offered to faculty to perform academic duties during the summer semester term on an as needed basis. Summer employment is not part of the annual faculty contract and summer employment is not guaranteed. Summer employment includes courses that begin between the last day of spring finals and the beginning of the fall semester. Up to seventeen (17) workload units or the equivalent shall constitute a maximum load but no more than 15 instructional workload units may be assigned. Workloads beyond 15 units are only permitted for non-instructional assignments. (See [D.5.1.2](#) for specific summer workload guidelines). A Summer Employment Agreement will not be offered to faculty with two (2) or more ratings of 2 or less on their most recent performance evaluation. These assignments are considered instructional.

#### **Summer Employment – Instructional Adjunct Faculty**

Adjunct faculty may be offered Summer Employment Agreements on an as needed basis up to a maximum of nine workload units for Summers (Maymester through Summer II). Compensation for adjunct faculty will be at the applicable adjunct rate.

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### **Faculty Instructional and Non-Instructional Assignments**

See D.5.1.2 for specific information on instructional and non-instructional workload assignments for full-time and adjunct faculty.

### **Faculty Appointed to Non-Faculty Positions**

Any tenured faculty member who applies for and accepts a non-faculty position can retain tenure for a period not to exceed three years. At the end of the third year of service in the non-faculty position, the individual will either return to the teaching position or sign an acknowledgement waiving tenured status. An individual returning to the teaching position will return to their placement level upon leaving the faculty position. An individual who has waived tenured status may apply for any future faculty position advertised. Faculty members accepting a non-faculty position for the first time beginning in Fall 2012 or later will be subject to this procedure. A non-tenured faculty member who accepts a non-faculty position will be subject to the same provisions.

### **Exceptions**

The Chancellor may employ personnel for whom Board employment approval is necessary pending Board approval when, in the opinion of the Chancellor and College President, the deferral of employment authorization until the next regular Board meeting would cause a significant disruption in the operation of the College District. Employment so authorized shall be submitted to the Board for consideration of contract approval at the earliest practical time.

## **NON-CONTRACT (AT-WILL) EMPLOYMENT**

### **Regular Staff Employee**

A regular staff employee is defined as a non-faculty, non-contract employee in any position included in the staffing table in the annual budget at the beginning of the fiscal year or in subsequent Board-approved revisions. Regular staff employees may be noted as classified or professional in the staff compensation plan.

### **Temporary Staff Employee**

A temporary staff employee is defined as a non-faculty, non-contract employee in any position that is not included in the staffing table in the annual budget at the beginning of the fiscal year or in subsequent Board-approved revisions. The Human Resources department is charged by the Chancellor with developing temporary employment guidelines.

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#### **Employment Authorization**

The Chancellor, with the recommendation of a College President if applicable, shall hire non-contract employees with appropriate skills and qualifications to fill positions with the College District.

Only the Chancellor or designee who has been specifically designated in writing has the authority to communicate an offer of employment or to make oral or any other representations or agreements for employment, for any specified length of time or for any other agreements/representations regarding employment. Any such offers, representations or agreements not made by the Chancellor or designee who has been specifically designated in writing are not binding on the Board or the College District.

Employment is authorized only after review by the Human Resources department and written approval of the Chancellor.

#### **Onboarding**

The Human Resources Department will onboard each new hire and provide orientation to the Alamo Colleges District benefits, policies, values, culture and conditions of employment. An Onboarding Checklist will be forwarded to the hiring manager to ensure each new employee is further prepared for job success at the College and Department level. Supervisors will promptly fulfill their responsibilities outlined in the checklist and return the checklist to HR within the first 90 days of the new employee's term. Checklist responsibilities for supervisors include ensuring the employee has an ID Badge, the ability to access ACES and email, access to job-specific computer applications and files, orientation to the department, departmental policies, orientation to the job, introduction to peers and key departments such as College IT. HR assigns an "HR Amigo" to each employee completing Alamo College District Orientation. Assignment of a department-based peer/mentor is also highly recommended.

#### **Service Duration**

All non-contract employees are employed at will, are not employed for a specific length of time, and have no property right in their employment. At-will employees may be dismissed at any time, for any legal reason or for no reason. Contract personnel may be discharged for cause as determined by the College District.

#### **Eligibility for Transfer or Promotion**

Full-time Regular employees (not full-time temporary) who meet the following criteria are eligible to apply and be considered for transfer or promotion:

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1. have completed (12) months of continuous service in their current position; and,
2. are in good standing, i.e., with no progressive discipline beyond a Step 1 issued within the past 12 months (see Progressive Discipline Procedure, [D.9.1.1](#));

If a hiring manager wishes to select an internal candidate for transfer or promotion, the hiring manager must contact the employee's current immediate supervisor to verify that the employee meets the eligibility criteria.

The College District may reassign employees to alternate positions regardless of time-in-current-position (see [D.2.5.2](#) Staffing Review Procedure and [D.2.5](#) Position Elimination, Realignment and Reassignment).

### **STANDARD WORK WEEK**

The College District shall have a standard work week for all full-time employees, that is specified as a seven-day period beginning at 12:00 a.m. on Saturday and ending at 11:59 p.m. the following Friday. All full-time employees shall work a minimum of 40 hours per week. Because flexibility is critical to the diverse functions of a complex institution the schedule for a forty-hour work week is 8:00am to 5:00pm Monday through Friday but may vary between and even within units depending on the needs of the department, the duties and responsibilities of the individual employees or when the Alamo Colleges are operating on a 4-day work-week schedule. The determination of work schedules is the responsibility of and shall be at the discretion of the immediate supervisor subject to approval of the next level administrator.

*Legal Reference - TACC Policy Reference Manual*

DCC(LEGAL) – Employment Practices: At-Will Employment