

# Davis Technical College

## Classroom Coverage Policy

**Effective Date: 31 August 2021**

**Administrative Policy**

President's Council Approval: 26 February 2018

Revised Presidents Council Approval: 03 June 2019

Revised Presidents Council Approval: 30 August 2021

### 1. Purpose

To establish guidelines for the Davis Technical College (College) Training Division for providing program instruction and classroom coverage.

### 2. Definitions

The following definitions are applicable to the Training Division.

**2.1. Regular Schedule** – An employee schedule recurring on a consistent, fixed, and predictable basis (e.g., daily, weekly, monthly, or annually).

**2.2. Irregular Schedule** – A schedule which is neither predictable nor consistent (e.g., an employee may work a considerable number of hours for a brief time and then may not work for an extended period). By their nature, irregular schedules do not include the commitment of future work hours.

**2.3. Faculty** – College employees working in an instructional role, directly with students in the classroom, and assigned a faculty job description (e.g., adjunct (part-time), full-time faculty, or lead faculty).

**2.4. Faculty Coordinator/Manager** – Full-time employee with supervisory responsibilities who ensures coverage for all program functions including instruction, customer service, and administrative services. May spend up to 20% of his/her time in instructional activities. Faculty coordinators oversee multiple, full-time faculty, multiple programs and/or locations, and may have an auxiliary budget. Programs with a designated Faculty Coordinator/Manager are not eligible to have Lead Faculty.

**2.5. Lead Faculty** – Full-time faculty assigned program administrative duties beyond classroom instruction. Lead Faculty may spend up to 30 work hours per week on program administrative duties. This position is considered a mid-level supervisory role. Lead Faculty oversee the faculty in the classroom and are responsible for annual performance reviews. Lead Faculty positions are determined by Training Division leadership in cooperation with President's Council. Lead Faculty are selected based on programs with at least two of the following criteria: multiple faculty, evening instruction, significant industry partnership(s), ancillary site operations, programmatic accreditation, or require Division of Occupational and Professional Licensing (DOPL) compliance and licensure. Lead Faculty is considered a temporary assignment and may be reassigned. Lead Faculty is an appointed position and must be approved by the Director of Programs and Vice President of Instruction.

**2.6. Adjunct Faculty** – Part-time instructor supplementing the full-time faculty. May substitute, as needed, for short periods of time, or may be required to perform all functions and responsibilities of a full-time faculty. Schedule may be regular or irregular, depending on classroom instructional needs.

**2.7. Classroom Assistant** – Part-time employee who supports program instructor(s), performing clerical and support functions in the classroom, but with no instructional responsibility. Works under the direct supervision of a faculty member.

### **3. Policy**

#### **3.1. Responsibility for Instructional Delivery**

**3.1.1.** At least one lead faculty or faculty member will be assigned to each program as primary instructional coverage.

**3.1.1.1.** In the event that a faculty member cannot be present during an assigned time, it is his/her responsibility to arrange coverage to ensure classroom instruction continues without interruption using an approved, properly hired faculty.

**3.1.2.** The director of programs is responsible for the overall staffing of each program and classroom based on budget, enrollment, schedules, curriculum, and accreditation standards.

#### **3.2. Instructional Coverage**

**3.2.1.** The vice-president of instruction and directors of programs establish appropriate student/teacher ratios for all programs. Ratios will be based on educational best practices, the nature of the program (classroom/lab/mixed), student and faculty safety considerations, and programmatic accreditation standards. The established ratios are used to influence both short- and long-term staffing decisions.

**3.2.1.1.** If student enrollment significantly and consistently increases or decreases from the designated ratio for a period of time staffing will be adjusted.

**3.2.1.2.** Programs falling below the established ratio will be evaluated by faculty, director of programs, and the vice president of instruction, who will work to identify and address any concerns.

#### **3.3. Compensation Levels**

**3.3.1.** Faculty Coordinator – Salary is set by the position and is based on market demand, education, experience, and other relevant factors.

**3.3.2.** Lead Faculty – Positions are compensated on the faculty schedule based on program discipline and individual credentials. Upon appointment to a Lead position, a stipend of \$200 per pay period per year while in the Lead Faculty position may be approved by the Director of Programs and Vice President of Instruction. This stipend is not considered as part of base pay.

**3.3.3.** Faculty – Positions are compensated on the faculty pay schedule based on program discipline and individual credentials. Full-time faculty are salaried and part-time are paid hourly. Adjunct, part-time hourly faculty are only authorized to work schedules of less than 30 hours per week.

**3.3.4.** Adjunct Faculty – Positions are compensated on the hourly faculty pay schedule based on program discipline and individual credentials. Adjunct pay rates are factored based on receiving no benefits and may be higher than a comparable full-time faculty position. If an Adjunct is promoted into a full-time position, they are not expected to receive an equivalent hourly rate.

**3.3.5.** Classroom Assistant – Positions are compensated based on the pay grade determined by the job description rating, on the Classified employee scale.

#### **3.4. Faculty Evaluations**

**3.4.1.** All faculty will be evaluated annually. Adjunct faculty and classroom assistants may be evaluated using the shortened form for part-time staff. Faculty coordinators/managers, lead faculty, and full-time faculty must be given a full employee evaluation, including annual goals, following human resource policies. Lead Faculty will be responsible for the evaluations of full-time and adjunct faculty, as well as classroom assistants, in their programs.

### **3.5. Policy Implementation**

**3.5.1.** Employees classified as Lead Faculty as of August 31, 2021, will retain the title with associated compensation if they remain in an instructional role in the program served at the date of implementation of this policy. Employees classified as Lead Faculty after August 31, 2021, will be subject to the provisions of this policy.

**3.5.1.1.** Positions identified as CNC Machining Lead Faculty (faculty pay grade 5), Welding Technology Lead Faculty (faculty pay grade 5) and Emergency Services Coordinator (faculty pay grade 4), as of March 23, 2018, will remain at the stated faculty pay grade levels so long as the current employee holds the position.

**3.5.2.** As of August 31, 2021, those who have already been designated as Lead Faculty have already had their stipend added to their base pay and are therefore not eligible for an additional \$200 stipend per pay period. These include Practical Nurse Coordinator, Automation and Robotics Lead Faculty, Diesel Technology Lead Faculty, Automotive Technology Lead Faculty, Dental Assistant Lead Faculty, Medical Assistant Lead Faculty, Pharmacy Technician Lead Faculty, and Surgical Technology Lead Faculty.

### **3.6. Workforce Education Faculty**

**3.6.1.** The Workforce Education division will have a separate compensation structure and is not tied to the structure defined above. On occasions, employees may be hired to work simultaneously in both divisions. His/her rate of pay may be different while working in each department and any rate change in one area does not obligate the other department to make an equivalent rate change.

**3.6.2.** Instructors hired for classroom coverage in the Workforce Education programs will be recruited and hired as needed for specific programs, courses, and/or special assignments. These instructors will be selected based on their expertise and skills in their industry, and for their knowledge and teaching abilities in their subject area. Workforce Education instructors may be hired for courses that are long-term and ongoing, as well as those that may be short-term and/or infrequent.

**3.6.3. Classifications** – Workforce Education instructors will be categorized as Workforce Education Instructors. Placement in these grades will be determined based on the position definitions on the Workforce Education wage scale and relevant factors including market rates, education, experience, and other applicable indicators. Advanced degrees may be considered in this, however, do not require placement at any certain level.