

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 VOCIS 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.

Vccs Policy Manual Section 3

Didier Musso



Vccs Policy Manual Section 3:

Virginia Administrative Law Appendix ,1998 **House and Senate Documents of the ... Session** Virginia. General Assembly,1991 Volumes for some years include documents for extra or special sessions Follow-up Report of the Joint Legislative Audit and Review Commission on Review of the Virginia Community College System, to the Governor and the General Assembly of Virginia Virginia. General Assembly. Joint Legislative Audit & Review Commission,1991 **Code of Virginia, 1950** Virginia,1949 **Administrative Law Appendix** ,1992 **Forty-nine State Systems, 1992 Edition** Terrence Alfred Tollefson,Ben E. Fountain,1992 Presenting summary information on two year postsecondary educational systems nationwide this report describes educational structures in each state except for South Dakota which has no public two year system Chapters are divided by state or by type of system for states with more than one system providing comprehensive overviews of the structure functions and pertinent financial and enrollment data for each of the state systems of community junior and technical colleges Each chapter is written whenever possible by the person most responsible for state level coordination and governance of the community junior or technical college system in that state For most chapters of the report a summary of operations and mission is provided followed by individual sections describing aspects of the history governance structure fiscal policies educational programs and enrollment All sections conclude with an address and phone number for obtaining further information about the system PAA *Virginia Librarian* ,1986 Philippine Financial Almanac ,1997 Resources in Education ,2001-10 The ALA Yearbook American Library Association,1978 ALA Organizational Information American Library Association,1974 *Library Literature* H.W. Wilson Company,1934 An index to library and information science **Library Literature** ,1979 Resources in Education ,1996 **Virginia State Documents** ,2006 **Electronics World + Wireless World** ,1994 **ALA Handbook of Organization** American Library Association,1977 *Journal of Library Automation* ,1979 **Who's who in Finance and Business** ,2004 **Who's Who of American Women 2004-2005** Inc. Marquis Who's Who,Who's Who Marquis,2004-06 A biographical dictionary of notable living women in the United States of America

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