

# Policy IV-A: Definitions

For the purpose of this manual the following terms are defined:

## Administrative Personnel

Those persons employed on 12-month administrative contracts and whose assignments require the performance of work directly related to management, policies or general business operations of the institution; whose assignments require the exercise of discretion and independent judgment; and direct the work of others. Administrative personnel include Division Chairs, Directors, Registrars, Deans, Vice Presidents, Presidents and District Administrators.

## Faculty

Those persons, including department chairs, who are employed for the purpose of conducting instruction.

## Full-Time Faculty Members

Those persons employed by 9-, 10 1/2-, or 12-month contracts for the purpose of instruction.

## Adjunct Faculty Members

Those noncontracted persons employed for instruction whose assignment may be one class or more.

## Professional (non-faculty)

Those persons whose assignments require either college graduation or experience of such kind and amount as to provide a comparable background. This includes those persons with assignments that require specialized professional training who are not included under the administrative or faculty categories. Professional (nonfaculty) employees may be contracted.

## Classified Staff

Those persons employed to provide necessary support services for the college. The categories involved covered various levels and grades which include clerical, secretarial, technical, para-professional, skilled crafts and service maintenance.

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