



## **200 POLICY - Organizational Structure**

### **200.1 Statement of Policy**

Redlands Community College consists of several major functional and structural units. The organizational structure of the College is depicted in the Charts Appendix to the Policies and Procedures Manual.

### **200.2 Classifications**

The following classifications of College staff have been identified for the purposes of employment policies:

- A. Administrative Staff
- B. Faculty
- C. Professional Staff
- D. Support Staff
- E. Grant Staff
- F. Part-Time Staff
- G. Adjunct Faculty
- H. Contract Staff

### **200.3 Full-time Faculty Office Hours**

See Policy and Procedure 429.

Adopted 1970  
Revised 1991  
Revised March 1995  
Revised February 2001  
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Revised June 2008  
Revised December 2010



Revised November 2014  
Revised March 2017



## 200 PROCEDURE - Organizational Structure

### 200.2:1 Classifications

The following classifications of College staff have been identified for the purposes of employment policies:

- A. Administrative Staff - Personnel, whose appointment is designated as administrative staff in their contract, including the President, those positions reporting directly to the President, and those designated by the President. The lengths of contracts are established annually.
- B. Faculty - Personnel whose primary responsibility is the instruction of students. Faculty may be contracted for periods of one (1) semester to twelve (12) months and must devote more than fifty percent (50%) of their time to teaching students in organized classes.
- C. Professional Staff – Personnel, whose appointment is designated as professional staff in their contract, including those positions reporting directly to other Professional Staff, Administrative Staff or to the President. The lengths of contracts are established annually.
- D. Support Staff - Personnel employed throughout the College in support of the office, auxiliary, or infrastructure functions. The lengths of contracts are established annually.
- E. Grant Staff – Personnel employed at the college through funding from external grants. Individuals employed through grant funding have specifically defined roles and responsibilities as described in the particular grant that they are employed under. All grant personnel are considered temporary employees due to the availability of grant funds.
  1. Full-time – Personnel who are in full-time positions that are funded by external sources. These positions may be in the Administrative, Professional, Faculty, or Support classifications. The lengths of contracts are established annually according to the guidelines of the external funding grant agreement.
  2. Part-time – Personnel, funded by external sources, who are contracted on an “as needed” basis. No benefits are provided to those persons, except those required by law.
- F. Part-Time Staff - Personnel who are employed on an "as needed" basis. No benefits are provided to those persons, except those required by law.
- G. Adjunct Faculty - Part-time personnel who are contracted to instruct students of the College. Adjunct Faculty are each limited to nine (9) credit hours of instruction per fall or spring semester and six (6) credit hours of instruction per summer semester. No benefits are provided, except those required by law.
- H. Contract Staff – Personnel that are temporary contractors funded through external



partnerships, contracts or agreements that are employed for a specific purpose. Personnel with this classification are not employees of the State or College and their job descriptions and duties are clearly defined within the terms of their services.

### **200.2:2 Faculty Titles**

Academic rank is an element of faculty status. Members of the College faculty who meet the criteria established in this procedure will have the following academic titles:

- Professor of (specialty) – A full-time faculty member with an academic degree of a master’s level or higher.
- Adjunct Professor of (specialty) – A part-time faculty member with an academic degree of a master’s level or higher.
- Instructor of (specialty) – A full-time faculty member with a baccalaureate degree or specialized certification.
- Adjunct Instructor of (specialty) – A part-time faculty member with a baccalaureate degree or specialized certification.

These faculty titles are solely for recognition of academic rank. The titles do not affect other College policies and procedures in which the terms “faculty” and “instructor” are used generically, without differentiation of academic rank.

### **200.2:3 Full -Time Faculty Office Hours**

See Policy and Procedure 429.

Revised February 2002  
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