
E-2d(1) PROCEDURE Position Classifications, FTE Status

Position Classification

All College positions are assigned to one of the following classifications:

1. **Administrative:** Positions that require responsibility for administration and management of the institution. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others.
2. **Faculty:** Positions are for the purpose of conducting instruction.
3. **Professional Staff:** Positions require either college graduation or experience of such kind and amount as to provide a comparable background. Included would be all staff members with assignments requiring specialized professional training, and would not be classified under any other category.
4. **Support Staff:** Positions provide support services to the College in the general areas of office, technical, paraprofessional, skill crafts, service, and maintenance.

Position FTE Status

Computation of full-time equivalency (FTE) for positions is based on a fiscal year.

Computation of FTE for positions in the faculty classification shall be based on 213 days of required duty on the quarter calendar.

Computation of FTE for positions for all classifications other than faculty shall be based on 2,080 hours (40 hours per week for 52 weeks a year equals an FTE of 1.00).

A full-time position is defined as a position with an FTE factor of at least 0.75.

A part-time position is defined as a position with an FTE factor of less than 0.75.

No position may have an FTE factor greater than 1.00.

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