



Administrative Regulation
Chapter 7 – Human Resources

AR 7210 ACADEMIC EMPLOYEES

1. Regular, Contract and Temporary Academic Employees

Academic Position - An academic position includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the Board of Governors.

Academic Employee - An academic employee refers to a person employed by the District in an academic position.

The remainder of this regulation concerns academic employees who are faculty members, not administrators. There are three types of such faculty members, as follows.

- A. Regular - A regular academic employee is a full-time faculty member who has obtained tenure as prescribed by the relevant sections of the Education Code and the faculty collective bargaining agreement. A regular employee is normally referred to as a tenured faculty member.
- B. Contract - A contract academic employee is a full-time faculty member who is in a probationary status according to the faculty collective bargaining agreement. A contract employee is normally referred to as a tenure-track faculty member.
- C. Temporary – A temporary academic employee is an academic employee who is not a contract or regular academic employee. A temporary academic employee belongs to one of the two following classifications:
 - 1. Hourly - An hourly employee is a temporary academic employee who is employed on an hourly basis. An hourly temporary employee is normally referred to as a part-time or adjunct faculty member.
 - 2. Long-term substitute – A long-term substitute:
 - is given an assignment in the Student Information System (SIS) for the term served,
 - has an assignment of more than 67% of a full-time assignment for the full term, but is not tenure-track or tenured,
 - requires approval from the Office of Academic Affairs, the Superintendent/President, and the Board of Trustees,
 - is paid as a full-time faculty member and is eligible for benefits according to the faculty collective bargaining agreement, and
 - is used only in rare cases where the use of qualified tenured and tenure-track faculty members is not feasible.

In addition, for instructional faculty, a long-term substitute is the instructor of record for the assigned class(es), and as a result assumes all duties and only those benefits and privileges directly related to that assignment.

2. Additional Classifications of Substitutes for Instructional and Non-Instructional Faculty

A. A daily substitute:

- is a regular, contract or hourly faculty member,
- serves on a short-term basis, and
- is not given an assignment in the SIS.

In addition, for instructional faculty, a daily substitute holds scheduled class meetings that the instructor of record is unable to attend, follows the syllabus prepared by the instructor of record, and does not create or grade student out-of-class assignments.

B. A substitute instructor of record:

- is a regular, contract or hourly faculty member,
- is intended to replace the instructor of record for a portion of a term, but not for the full term,
- is given a prorated assignment in the SIS for the weeks served,
- covers scheduled class meeting times, office hours, arranged hours where applicable, and handles assessment and grading and other out-of-class tasks for the weeks served, and
- follows the syllabus, if prepared by the instructor of record, or creates the syllabus if the instructor of record is unable to do so before the start of the term.

References:

Education Code Sections 87400 et seq., 87600 et seq., and 87482.8;
Title 5 Section 51025

(Replaced former SMC AR 3210, AR 3211.2, AR 3211.3, AR 3211.4, AR 3211.5, and AR 3211.6)

Approved: September 2003 (for AR 3210, AR 3211.4, AR 3211.5, AR 3211.6); November 6, 2009 (for AR 3211.2); May 2013 (for AR 3211.3);

Revised: July 2014 (for AR 3211.3);

Reviewed and/or Updated 9/2003; 11/2018; 5/12/2020; 10/5/2020