time teaching load for an academic year as described in Article 10, Section 10.2.1.

9.1.2.1.1. Annualized Associate academic employee shall be compensated pro rata from the full-time academic employee salary schedule – Appendix B, shall carry academic employee benefits as defined herein for associate academic employee, and shall carry pro rata non-instructional responsibilities.

9.1.2.1.2. Such employment contracts will specify only a minimum employment level of fifty (50) percent annually as assigned by the Chief Instructional Administrator or designee or Vice President for Student Services depending upon the needs of the College programs.

9.1.2.1.3. Such appointments are for one year only and may be renewed with the approval of the Chief Instructional Administrator or Vice President for Student Services.

9.1.2.1.4. The calculation of percentage of load for determining annualized associate academic employee status shall conform to the full-time load stipulations as described in Article 10, Section 2. Calculations for determining percentage of full-time teaching load shall include both day and evening assignments in credit-bearing courses.

9.1.2.2. Part-Time Academic employee: Part-time academic employee shall be appointed for less than an annual full time teaching load and shall be contracted quarterly. There is no seniority for part-time academic employees.

9.1.2.2.1. Such appointments shall be compensated from the part-time instructor salary schedule (Appendix C – Regular Part-Time Salary Schedule or Appendix D - Adult Special Interest Part-Time Salary Schedule).

9.1.2.2.2. When part time academic employees are teaching existing classes, they shall teach to department established course outcomes.

9.1.3. Part-Time Hourly: Part-time non-instructional academic employee may be hired on an hourly basis, as needed, during peak work periods for such things as advising or other appropriate activities that advance the mission of the college. Payment shall be made at the rate of $30 per hour.

9.1.4. Grant and External Contract Supported Academic Employee: Such appointments may be made for the length of the external grant or contract with compensation set by the President “consistent with the academic employee salary schedule and workload.”

9.1.5. Priority of Appointments: Full-time academic employees shall have priority rights over annualized associate academic employees and part-time academic employees to maintain a full load in class assignments. If not in conflict with scheduling needs, full-time academic employees shall be given first consideration as to the hours (time of day) they teach.

9.2. Academic Employee Screening Procedure:

9.2.1. It shall be the responsibility of the President to employ academic employees, and to notify candidates of their selection.

9.2.2. In implementing this policy, it shall be the responsibility of the President or designee to:

9.2.2.1. Identify vacancies and recommend the creation of new positions.
9.2.2.2. Develop descriptions of qualifications and duties relating to such positions
9.2.2.3. Make appropriate announcements of such vacancies
9.2.2.4. Prescribe a method of application and an appropriate application format
9.2.2.5. Secure appropriate credentials of the candidates;
9.2.2.6. Arrange for interviews.

9.2.3. **Full-time applicant screening procedure.** It shall be the responsibility of the President to select academic employees according to Chapter 131-16 of the Washington Administrative Code

9.2.3.1. Full-time Arts and Sciences academic employees must have a minimum of a master’s degree in the primary academic discipline to be taught.
9.2.3.2. Full-time basic skills academic employees must have a minimum of a bachelor’s degree.
9.2.3.3. Professional technical academic employees shall be hired in accordance with WAC 131-16-091. If WAC-131-16-091 is revised, the College and the Association agree to open negotiations on this issue.
9.2.3.4. Counselors and librarians must have a minimum of a master’s degree in an appropriate discipline.

9.2.4. **Part-time and temporary Arts & Science applicants screening procedure.** It shall be the responsibility of the President or designee to select the successful candidate after securing credentials, arranging for interviews, and considering credentials and experience in the following order:

9.2.4.1. A minimum of a master’s degree in the discipline and substantial experience teaching in the discipline
9.2.4.2. A minimum of a master’s degree in the subject discipline with little or no teaching experience;
9.2.4.3. A minimum of a master’s degree in an allied discipline and substantial experience teaching in the discipline;
9.2.4.4. A minimum of a master’s degree in an allied discipline with little or no teaching experience;
9.2.4.5. A minimum of a master’s degree in another discipline with substantial credits in the subject discipline and substantial teaching experience;
9.2.4.6. A minimum of a master’s degree in another discipline with substantial credits in the subject discipline and experience teaching in the discipline;
9.2.4.7. A minimum of a master’s degree in another discipline with substantial credits in the subject discipline.

9.3. **Titles**

9.3.1. An Academic Employee shall be classified by title. Title classification shall be updated each year based upon the following minimum criteria.

9.3.1.1. **Professor:** Ten years experience.
9.3.1.2. **Associate Professor:** Six years’ experience.
9.3.1.3. **Assistant Professor:** Three years’ experience.
9.3.1.4. **Instructor:** All others

(Note: years of experience for purposes of title classification, as referenced above, may not coincide with an individual’s step on the salary schedule.)

9.3.2. An Annualized Associate Academic Employee shall have the same title privileges preceding the Associate Academic Employee designation and must meet the same minimum requirements.

Annualized Associate titles shall be: