

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

PROCEDURES ON STAFFING

In implementing Policy 4300, the following definitions, caveats, and procedures shall be used:

1. Section A shall only apply to teaching faculty within the total group of persons described as faculty by the collective bargaining agreement between the Faculty Forum and the Board of Trustees.
2. Staffing patterns shall be reviewed by the Board, annually, at a regular Board meeting in February. The review shall be based on the data (full-time headcount) obtained in the prior Fall semester.
3. The staffing pattern will be determined by the total number of credit hours* taught by full-time persons as a function of their base load, overloads, and supplementals combined. This number shall exclude any non-teaching assignments or any CES assignments.
4. The Board will not adhere to an absolute numerical ratio of full to part-time employees; however, the Board will sustain historical staffing patterns as defined below:

"Historical staffing patterns" is one of many variables considered in balancing the College's overall academic and financial needs. In this instance, "historical staffing" shall mean the average number of full-time teaching faculty employed over the base academic years of 1984-1988. The maintenance of this staffing pattern is directly related to all the criteria mentioned in Policy 4300; thus, the maintenance of a historical average assumes stability in the criteria pattern. The President, and Vice President for Instruction and Student Services, shall be responsible for establishing and maintaining staffing levels.

5. This policy applies to aggregate numbers and does not apply to any specific department or discipline.
6. The College will prepare a staffing manual which will include the work of college committees (faculty participants appointed by mutual agreement)

on hiring, and hiring procedures, as well as sections on institutional and comparative data, and annualized projections for hiring and attrition.

The staffing pattern for counselors and librarians shall be determined by student demographics, pre- and post-enrollment requirements, and programs required as a function of a counselor's or librarian's assigned workload and supplementals. This shall exclude any teaching assignments or any CES assignments.

The College will maintain appropriate staffing levels for other employee groups. The College will continue its commitment to the professional development, promotional opportunities, and the general well being of all employees.

* Credit hours and contact hours will be compared to determine the most appropriate standard.

Adopted—December 13, 1989
(89-209)
Reviewed by Cabinet—May 12, 1997
Reviewed—Human Resources
January 31, 2006
Reviewed—Human Resources—No Changes
August 14, 2019