



## PERSONNEL

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Any individual seeking employment at Southeast Community College will be afforded every consideration provided under equal opportunity, access, and fair employment standards. Application for employment and other personnel matters will be considered regardless of race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, gender identity, disability, or other factors prohibited by law.

### Position Classification

1. Administrative:

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A full-time position status is a FTE factor 0.75 or greater.  
Positions with a FTE less than 0.75 are considered part-time.  
No position may have an FTE factor greater than 1.00.

### Qualifying for Benefits

All positions with a full-time status are eligible for benefits. Part-time employees may be eligible for limited benefits. Full-time faculty are subject to the terms and conditions of the current Faculty agreement.

### Position Types

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**Regular Position:** A position, regardless of full-time equivalency, with a normal expectation of an ongoing commitment. Normally, a regular position has a fixed number of hours on a regular schedule.

**Temporary Position:** A position, regardless of full-time equivalency, for a specific purpose or assignment. A temporary position is normally expected to be completed in one (1) year or less and employment may be terminated at any time without cause.

Adjunct faculty positions are temporary, for one term only (or less) and do not automatically renew for additional terms.

**Seasonal Position:** A position, regardless of full-time equivalence, is classified as temporary and short term in nature. The duration of the position must be less than 120 calendar days. Seasonal employees are not eligible for benefits and employment may be terminated at any time without cause.

### Qualifications

All College employees must meet the minimum qualifications and/or credentialing for a particular job as listed in the position description. The administration reserves the right to waive minimum qualifications if it will best serve the interests of the College and meets the training, tested experience, and/or dual credit standards and practices as set forth by the accrediting agencies. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice. Such a waiver shall be non-precedential.

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### Faculty Qualifications

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Faculty (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-

discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

Faculty will be involved in establishing the academic credentials for instructional staff.

### Non-Faculty Qualifications

Non-Faculty qualifications are determined by the College based upon the needs, skills, experience, and training required to effectively perform the work as related to the position. Staff members providing student support services, such as tutoring, financial aid advising, academic advising and cocurricular activities, are appropriately qualified, trained, and supported in their professional development.

### Faculty and Professional

Tenure does not exist at Southeast Community College; instead, the faculty come under the provisions of the Nebraska Continuing Contract Law Neb. Rev. Stat. 85-1528 through 85-1534.

Faculty and professional classifications will be subject to probationary terms for a period of 24 months from the date of employment or as defined per contract and/or state statute.

### Administrative and Staff

Newly hired employees will be placed on a probationary period of 120 working days from the date of employment.

### Assignment of Work

The College Administration retains the exclusive right to assign any current administrative faculty, professional staff or support

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