



Pikes Peak State College (PPSC) Educational Procedure

EP 195 – Instructors Employment Practices

Originated:

Unknown

Revised:

January 2025

July 2019

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References:

[CCCS Board Policies & System Procedures](#): SP 3-10b – Employment Practices for Instructors

PPSC [Part time Instructor Job Description](#)

PPSC [Faculty and Instructors Resource Guide](#)

PPSC [Faculty Load and Compensation \(FLAC\) Handbook](#)

Approved By:

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Deidre Schoolcraft

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I. Purpose:

The purpose of this EP is to clarify employment practices for instructors.

II. Scope:

Individuals hired to teach on a temporary as needed basis at an hourly rate within a range established by the State Board of Community Colleges of Occupation and Education (SBCCOE) also referred in this document as: Instructors.

III. Procedure:

Appointments are made for one semester at a time, and they can be renewed by the college as needed. Instructors are subject to the terms of their appointment and have no benefits except those provided by law or otherwise codified in an individual college's additional benefits policy for instructors.

A. JOB DESCRIPTION

A complete list of responsibilities of instructors is found in *Part-time Instructor Job Description* on the PPSC website.

B. RECRUITMENT AND SELECTION

- Department chairs, under the supervision of the Executive Deans, recruit and recommend the appointment of instructors within their instructional areas.
- In selecting individuals to recommend for appointment, department chairs conduct personal interviews of candidates and review transcripts and resumes.
- Instructors teaching Career and Technical Education (CTE) courses must have appropriate Colorado CTE credentials. Instructors assigned to teach courses in transfer program areas must have a master's degree and 18 graduate credit hours in the subject area. Related fields and tested experience may be considered as compliant with current HLC and State guidelines.

C. PROFESSIONAL DEVELOPMENT

The Center for Excellence in Teaching and Learning (CETL) develops and maintains a *Faculty and Instructor Resource Guide* that provides information about the College, academic policies and procedures, instructional support services, and emergency procedures. All new instructors must attend a new instructor orientation. Department chairs provide direction and assistance to instructors within their departments. Instructors are invited to attend department and divisional faculty meetings and to participate in professional and staff development activities at the college.

D. EVALUATIONS

- Department chairs/ individuals designated by the Executive Dean will conduct a classroom evaluation of each instructor annually for the first three years and then once every three years at a minimum. The written evaluation is signed by the

department chair, the instructor, and reviewed by the executive dean.

- Course evaluations are administered to students in all classes taught by the instructor each semester. Evaluation responses are distributed to the instructor after the end of the semester.

E. WORKLOAD

- The maximum teaching load is 21-credit hours, to include all Colorado Community College System (CCCS) institutions. Anything over 21-credit hours must be approved by the college leadership.
- If an instructor provides additional services to the college, such as advising or course development, that instructor will be appropriately compensated. Payment for the additional hours not associated with a class will be at the non-instructional rate (see *Compensation Handbook*).

F. EMPLOYMENT RECORDS AND FILES

The Director of Human Resource Services maintains an employment file for each instructor hired by the College. These files contain a resume, official transcripts, appropriate certificates and licenses, I-9 form, Familial Relationship form, Workers' Compensation form, Drug-free Workplace Act of 1989 form, Loyalty Oath form, PERA membership form, employee record card and a W-4 form.

EP 195 Instructors Employment Practices











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Final Audit Report

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