
05-01-01 Employment Classification

PURPOSE

To define employee classifications and employment categories and to establish the criteria and process for determining employment classifications/categories among employees at Nashville State Community College.

DEFINITIONS

- **Academic Personnel (Exempt).** All Nashville State Community College faculty members who hold academic rank and are directly engaged in instruction, departmental research or public service. Academic personnel may be employed either on a 9, 10, 11 or 12-month service basis (academic year), compensated over a 12-month period, hereinafter described as academic personnel, or on a 12-month service basis (fiscal year), compensated over a 12-month period, hereinafter referred to as 12-month academic personnel.
 - a. *Tenured.* Full-time faculty who have been awarded tenure by the Tennessee Board of Regents pursuant to the provisions of this policy. They are eligible for promotion consideration.
 - b. *Tenure-track.* Full-time faculty who are employed in a probationary period of employment preliminary to consideration for tenure. They are eligible for promotion consideration.
 - c. *Term.* Full-time faculty employed in non-tenurable appointments. They are eligible for promotion consideration. A faculty member should not remain in a term appointment for more than six years. A term appointment may be converted to a tenure-track appointment with up to three years credit given toward the probationary period of employment required for tenure consideration.
 - d. *Temporary.* Full-time faculty employed in non-tenurable appointments for a specific time appropriate to that purpose. They are not eligible for promotion consideration. Temporary appointments should not exceed one academic year but are renewable for a maximum of three academic years. Temporary appointments may not be converted to term, tenure-track or tenure appointments.
- **Executive (Exempt).** All Nashville State Community College personnel other than personnel primarily employed in instruction, research or public service who primarily have executive responsibilities and whose positions require recognized professional achievement acquired by formal training or equivalent experience. This classification includes non-academic personnel who are exempt from the provisions of the Fair Labor Standards Act (FLSA).
- **Professional/Administrative Non-Faculty (Exempt).** All Nashville State Community College personnel other than personnel primarily employed in instruction, research or public service who primarily have professional/administrative responsibilities and whose positions require

recognized professional achievement acquired by formal training or equivalent experience. This classification includes non-academic personnel who are exempt from the provisions of the FLSA.

- **Adjunct Faculty.** All Nashville State Community College faculty whose appointments are based on demand each semester.
- **Classified, Support, Technical, Maintenance and Operations Personnel (Non-Exempt).** All Nashville State Community College personnel other than executive, professional, academic, administrative or student workers. This classification includes non-academic personnel who are subject to the provisions of the FLSA.
- **Student Workers.** All Nashville State Community College personnel whose primary purpose for being at Nashville State Community College is to be enrolled in an academic program of Nashville State Community College. Student workers are temporary employees.
- **Graduate Assistant/Graduate Instructors.** These appointments are subject to Tennessee Board of Regents Policy 5:02:05:00 where the specific terms may be academic year semesters, fiscal year or based on a percentage. These may be part-time or full-time temporary appointments.

POLICY/GUIDELINE

I. Employment Designations

A. Each employee is also assigned one of the following designations:

1. *Regular Full-Time Employees.* All Nashville State Community College personnel, executive, administrative and professional, academic, clerical, support, technical, maintenance and operations who are employed on a continuing basis, expected to exceed one (1) year and who have a regular work week of 37.5 hours or who are scheduled to carry a full teaching load or its equivalent. Regular full-time employees include full-time MODFY (modified fiscal year) employees. Regular full-time employees are eligible for benefits.
2. *Regular Part-Time Employees.* All Nashville State Community College personnel, executive, administrative and professional, academic personnel, and clerical and support, technical, maintenance and operations who are employed on a continuing basis, expected to exceed one (1) year and who have a regular work week of less than 37.5 hours or who are scheduled to carry less than a full teaching load or its equivalent. Regular part-time employees include part-time MODFY (modified fiscal year) employees. Regular part-time employees are eligible for prorated benefits.
3. *Temporary Employees (non-faculty).* All Nashville State Community College personnel whose initial period of appointment or expected service is less than one (1) year. This definition should not be confused with employees who are designated as probationary employees, who may be regular full-time or part-time employees, and who are entitled to all leave benefits of such employees. If

temporary assignments are recurring, then Nashville State Community College must make a decision to create and fund a regular position.

- a. Non-faculty temporary employees are ineligible for employment benefits (retirement, state insurance, annual leave, sick leave and holiday pay or longevity credit).
4. *MODFY (modified fiscal year) Employees.* All regular, full and part-time employees whose service period is at least nine months but less than twelve months. The actual length and work schedule can vary at the discretion of the President.

II. **Break in Service**

- A. An employee who has worked as a temporary for the maximum time of one (1) calendar year must be completely separated and off the payroll for fourteen calendar days before becoming eligible for re-employment in a temporary position.
 1. After one year of employment as a temporary employee, the College should consider adding a position with benefits if the assignment is needed on a regular basis. The process for filling the position will follow Tennessee Board of Regents Guideline P-010, Personnel Transactions and Recommended Forms.

III. **Personnel Employed by a Staffing Agency**

Temporary employees contracted through a temporary staffing agency are not Nashville State Community College employees.

- A. Nashville State Community College shall develop other appropriate guidelines for employing personnel that are consistent with the definitions/designations contained herein. Appropriate employee designations and percentage of employment shall be determined through campus review of the length of the assignment and the continued need for services.

SOURCES

- [TBR Policy 5.01.01.00 Employment Classification](#)

Approved by NSCC Cabinet 9/16/20