



## **APPOINTMENT STATUS AND LENGTH OF APPOINTMENT (PART-TIME, SHORT-TERM AND SEASONAL) POLICY**

**Policy Number: 4.2500**  
**Subject Area: Personnel**  
**Adopted: 01/01/1999**  
**Revised: 01/01/1999**

A part-time employee is one who is appointed by the President or his designee and whose regularly assigned job duties consume less than 80% of the average workweek of a full-time employee assigned comparable job duties. In accordance with applicable law, part-time faculty are not eligible for tenure.

A short-term employee is one whose assigned job duties consume 80% or more of the average work week of a regularly assigned full-time employee and who is employed by the Board on a temporary basis not to exceed a twelve-month period.

An individual employed on a short-term basis shall be informed of the conditions of his appointment at the time he is hired. Appointment or reappointment to any such position shall not create a right to a subsequent short-term appointment or to a regular appointment.

A seasonal employee is appointed by the President or his designee to perform support staff duties on a part-time or full-time basis for a period not to exceed six (6) months.

An individual employed on a seasonal basis shall be informed of the conditions of his appointment at the time he is hired. Appointment or reappointment to a seasonal position shall not create a right to a subsequent seasonal appointment or to a regular part-time or full-time position.

Approval History: Replaces Appointment Status and Length of Appointment (Part-time, Short-term and Seasonal) 2.25