

appropriate to the credentials. Upon completing 30 credit hours of instruction at WCC, adjunct faculty are eligible for a \$5.00 incremental increase over the minimum rate. The completion of each 30 credit hour teaching block makes the adjunct faculty eligible for another \$5.00 increment above the minimum rate. Adjunct faculty with Lecturer I rank are not eligible for an incremental increase since there is only one rate (not a minimum and maximum range). At no time will the pay rate exceed the maximum for the given lecturer rank and for adjunct faculty to be eligible, their performances on the student evaluation instrument must be acceptable (below 2.00) for the entire 30 credit hour block.

Each time the lecturer rate is increased by the VCCS (usually every year), the adjunct faculty incremental increases will be added to the new base.

Reappointment, Non-reappointment

All appointments are granted by the State Board upon recommendation of the college president and the Chancellor. The college president shall be responsible for selecting all new personnel and for recommending the change in status of all personnel (including salary changes, promotions, non-reappointments, dismissals, and retirements).

Administrative faculty are appointed on an annual basis from July 1 thru June 30 of the following year.

Teaching faculty and professional administrative faculty may be appointed annually or may meet the eligibility requirements for multi-year appointments. The normal sequence of appointments is:

- three one-year appointments,
- one three-year appointment, and
- a five-year appointment (with subsequent renewals)

By signing the Rank and Salary proposal, faculty agree to accept the general conditions of employment set forth in the college Faculty Handbook and the VCCS Policy Manual. Additionally, each appointment is made expressly subject to the terms and conditions of the Appropriations Act of the Virginia General Assembly and the applicable laws of the Commonwealth of Virginia. Conditions of employment, academic rank, salary and beginning and ending dates shall be specified on the VCCS Rank and Salary Proposal Form.

Full-time faculty in unrestricted appointment positions may be non-reappointed only for just cause. Permissible grounds for non-reappointment shall include but are not limited to incompetence, unsatisfactory job performance, insubordination, or misconduct. The president's notification of non-reappointment shall be sent to the faculty member not later than the following dates:

- January 15 during the first year of service in the VCCS,
- December 15 after one or more years of service

The provisions of the Original and Continuing Appointment Policy (Section 3.4.0 of the VCCS Policy Manual) and the Faculty Sanctions [Non-reappointment] Policy (Section 3.12 of the VCCS Policy Manual) shall not apply

to restricted faculty personnel. Grant funded faculty personnel in restricted positions may be terminated whenever the sponsor of the grant curtails or terminates the program.

Equal Employment Opportunity (EEO) and Affirmative Action

The Commonwealth of Virginia is committed to providing equal employment opportunity for all employees and job applicants regardless of their race, color, religion, sex, age, national origin, disability, and political affiliation. Employment discrimination based upon these traits is unlawful under both state and federal law. Equal opportunity extends to all aspects of employment including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits, and other terms and conditions of employment. The Commonwealth complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of unlawful discrimination, including harassment and retaliation.

By Executive Orders of the Governor of Virginia and the Department of Human Resource Management Policy #2.05 (website:

http://www.dhrm.virginia.gov/hrpolicy/policy/eo2_05.pdf, the policy of the Commonwealth of Virginia is to prohibit discrimination against employees, applicants and students with regard to race, color, religion, national origin, political affiliation, veteran status, sex, or age. It shall be the policy of the Virginia Community College System that no otherwise qualified person shall, solely by the reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the VCCS.

Statements prohibiting discrimination for the above reasons are noted in all recruitment campaign materials for hiring of new employees, and can be found in the College Catalog.

Harassment

Harassment is any unwelcome verbal, written, or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, color, national origin, age, religion, disability, marital status, or pregnancy that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's opportunities or compensation.

Retaliation

Retaliation is an overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under the Commonwealth's EEO policies.