

**COMMITTEE ON HIGHER EDUCATION**  
*Representative Don Carlson, Chair*

**BILL ANALYSIS**  
**HB 2984**

*Requiring prorated compensation and benefits for part-time  
community and technical college employees.*

**BACKGROUND:** In 1996, the Legislature established a Best Practices Task Force. The Legislature directed the task force to conduct a best practices audit of compensation packages and conditions of employment for part-time faculty in the community and technical college system.

The Best Practices Task Force found that: the process for hiring part-time faculty is informal and considers a relatively small number of candidates; part-time faculty have conditional contracts based on their college's needs; many of the colleges do not have a performance evaluation for part-time faculty; the investment in professional development for part-time staff is lower than for full-time staff; support services and office space are minimal; colleges use a variety of methods to communicate with part-time faculty; and only 15 of the colleges provide some form of sick leave.

The report identified 10 best practices. Boards of trustees for community and technical colleges are encouraged to:

- Develop a written policy on the employment of part-time faculty.
- Widely publicize notices of vacancies and develop a structured application screening process.
- Provide timely written employment agreements for multiple quarters to part-time faculty.
- Provide periodic evaluation results to part-time faculty and use evaluations in making employment decisions and determining professional development needs.
- Provide professional development that is available to part-time and full-time faculty.

- Identify part-time faculty needs for office space and equipment and meet those needs within available resources.
- Use a variety of methods to communicate with part-time faculty and provide a way for part-time faculty to communicate to college leadership.
- Provide individual and group recognition for achievements of part-time faculty.
- Develop a sick leave policy for part-time staff who have a continuing relationship with the college.
- Apply the definition of academic freedom– to part-time and full-time faculty and provide the appropriate grievance process.

**SUMMARY:** Part-time faculty shall receive compensation for equal work including prorated compensation for salary, retirement benefits, and health care benefits. Part-time faculty will receive a prorated salary based on the full-time salary schedule in the employee's college district. Part-time faculty who work less than fifty percent, will be compensated on a pro rata basis for health care benefits. The health care benefits will be based on the average premium paid by the state for full-time community and technical college faculty. Part-time faculty will also be eligible for retirement benefits from the State Board for Community and Technical Colleges on a pro rata basis.

*Office of Program Research*  
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