

Article 33
**NON-CREDIT EDUCATION AND SUPPLEMENTAL
INSTRUCTION**

- 33.1 This article applies only to Non-Credit Education and Supplemental Instruction faculty employees who possess the appropriate minimum qualifications as set forth by the Board of Governors and who are employed to teach non-credit adult education or supplemental instruction courses for which the Board claims state apportionment.
- 33.2 Non-Credit Education and Supplemental Instruction faculty shall be responsible for meeting their assigned courses on time and regularly. They shall also be responsible for class preparation, all required record keeping, and the preparation of all necessary local and state reports.
- 33.3 Load factors for Non-Credit - and Supplemental Instruction courses shall be assigned in accordance with the FHDA Load Table:
- 33.3.1 Load factors for supplemental instruction courses (e.g. NCBS 405) and non-credit courses that do not receive Enhanced non-credit funding are based on a full-time definition of twenty-two (22) class contact hours per week.
- 33.3.2 Load factors for non-credit courses that do receive Enhanced non-credit funding, excluding supplemental instruction courses (such as NCBS 405), shall be the same as the load factor(s) assigned to credit courses with equal number of weekly contact hours in the same discipline.
- 33.4 Part-time temporary Non-Credit and Supplemental Instruction faculty shall be paid on:
- 33.4.1 The Part-Time Faculty Hourly Salary Schedule for Non-Credit Education, Appendix E, when the assignment is Supplemental Instruction. All new part-time temporary Supplemental Instruction faculty members shall be placed on the appropriate column and step of the salary schedule. To become eligible to advance to a subsequent step, a part-time Supplemental Instruction faculty member must perform satisfactorily for one year and accumulate 770 class hours of work. All eligible part-time Supplemental Instruction faculty members shall be advanced to the next appropriate step at the beginning of the quarter immediately following the completion of the required class hours of work.
- 33.4.2 The appropriate Part-Time Faculty (Credit) Salary Schedule, either Appendix C or C.1, when the assignment is a Non-Credit assignment other than Supplemental Instruction. Part-time faculty paid on Appendix C shall perform all required office hours, as described in Article 7.
- 33.5 Reemployment preference shall be maintained in accordance with Article 7.10.1.