

CONSENT ITEM (RESOLUTION 25-06-24)

June 12, 2025

Tab 6

Policy Manual Additions

Brief Description

Recent policy decisions provided by SBCTC Human Resources and Education Division relating to policy a change necessitates an update to the State Board Policy Manual.

How does this item link to the State Board's Strategic Plan?

In June 2020, the State Board adopted its strategic plan, which focuses on three goals: achieve educational equity for students who are historically underrepresented in higher education; improve completion rates; and increase access and retention among populations who can benefit the most from college access. The three goals are supported by five strategies (and associated actions) to help the system achieve those goals. Updates to the State Board Policy Manual supports the strategic plan by providing policy guidance to the college system as they conduct their college decision-making efforts.

Background information and analysis

To ensure the Policy Manual remains accurate and current in guiding college operations, fiscal decision-making, and student access and inclusion efforts, staff recommend the following updates:

- Chapter 2.35 – Classification of Employees: Addition of a new bullet under the “Faculty” section introducing the definition of “External Instructor.”
- Chapter 4.40.30 – Apprenticeship Programs: Updated to reference the newly defined “External Instructor” classification.

These revisions are intended to provide clarity and alignment across related policy areas. The updated sections of Chapters 2 and 4 are attached for review and approval.

Recommendation/preferred result

Adoption of the updated Policy Manual as proposed.

Policy Manual Change Yes ☒ No ☐

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**STATE OF WASHINGTON
STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
RESOLUTION 25-06-24**

A resolution relating to the revision and adoption of the State Board Policy Manual

WHEREAS, it is important for the State Board to provide the colleges with policy guidance for the operation of the colleges,

WHEREAS, two specific changes have occurred in the community and technical college system resulting in new and different ways of conducting state business,

WHEREAS, several statutory changes have resulted in new compliance requirements for the community and technical college system,

WHEREAS, it was a priority to review these changes with college system groups before taking action,

WHEREAS, it was a priority that policies be provided in an accessible electronic format, including links to pertinent information,

WHEREAS, it is important that the State Board Policy Manual reflects the changes and communicates policies clearly to the college system and external audiences,

THEREFORE BE IT RESOLVED, that the Washington State Board for Community and Technical Colleges approve and adopt the attached Policy Manual changes on April 10, 2025.

BE IT FURTHER RESOLVED, that the State Board for Community and Technical Colleges authorizes the Executive Director to make adjustments to this action, including any necessary changes to the State Board Policy Manual, as necessary, for actions taken by the Governor, Legislature, data corrections, externally imposed restrictions or guidelines, uniform accounting and reporting requirements, and unanticipated changes in state or federal law.

APPROVED AND ADOPTED on (06/12/2025)

Attest



Chris Bailey, interim secretary



Martin Valadez, chair

Policy Manual – 2.35 Classification of Employees

Faculty

In general, the term “faculty” applies to full-time or part-time academic employees working as teachers, counselors, librarians, or in other positions for which training, experience and responsibilities are comparable as determined by the appointing authority. The following definitions apply:

- A. **Academic Employee** — Academic Employee means any teacher, counselor, librarian, or department head, who is employed by any college district, whether full or part time, with the exception of the chief administrative officer of and any administrator in each college district. An academic employee may be given a “Faculty Appointment”, “Special Faculty Appointment” or hired on a part-time basis (see RCW 28B.52 and RCW 28B.50.489).
- B. **Faculty Appointment** — Faculty appointments may be given to state-funded employees under contract to perform full-time duties as a teacher, counselor, librarian, or other position for which the training, experience, and responsibilities are comparable as determined by the appointing authority, except administrative appointments. Employees provided a “faculty appointment,” may be granted tenure after participation in and completion of the college’s tenure process (see RCW 28B.50).
- C. **Special Faculty Appointment** — Special faculty appointments may be granted to individuals employed on the basis of federal or other special funds as designated by the State Board Such individuals are ineligible to receive tenure. However, under certain circumstances, employees granted special faculty appointments within a correctional institution, may be eligible for tenure within that program. Such tenure shall be distinct and separate from the tenure program for other faculty of the college district (see RCW 28B.50.870, WAC 131 16 400, and WAC 131 16 400).
- D. **Part-time Faculty** — Typically, part-time faculty are academic employees hired on a quarter-to-quarter basis to perform any percentage of a full-time academic workload. Colleges may also refer to this group of employees as “Adjunct” or “Associate” faculty. The precise definition of “part-time faculty” and their salary and working conditions are generally included in the local collective bargaining agreement.
- E. **External Instructor** – External Instructors are not employees of a Washington state Community and Technical College and are engaged to perform instruction for programs such as “College in the High School” where the instruction occurs at a high school or, “Registered Apprenticeship” related supplemental instruction where instruction is provided by the apprenticeship program. For Faculty coding information see SBCTC Student & Course Coding Manual under Apprenticeships and College in the High School.

Policy Manual – 4.40.30 Apprenticeship Programs

- Apprenticeship programs are an earn and learn training model that combines paid on-the-job (OJT) work experience with classroom instruction to prepare apprentices for highly skilled careers in a multitude of industries. Apprenticeship programs are approved by the Washington State Apprenticeship & Training Council (WSATC) or federal Bureau of Apprenticeship Training and provide a minimum of 2000 paid OJT hours and at least 144 hours of related supplemental instruction per 12-month period. Every registered apprenticeship program must include classroom instruction, referred to as related supplemental instruction (RSI) that is designed to provide knowledge of the theoretical and technical subjects related to the apprentice’s occupation.
- State law allows the SBCTC to provide WSATC with recommendations on matters of apprentice-

related and supplemental instruction, coordination of instruction with job experiences, and instructor qualifications. Many Washington Registered Apprenticeship programs choose to partner with one of the 34 community and technical colleges within our system to provide the associated RSI. Apprentices taking related supplemental instruction through community or technical college partnership are entitled to a 50% tuition and fee waiver (see RCW 49.04.010(2), WAC 296-05-015, WAC 131-28-026 (4)(b), and Apprenticeship Programs under Policy resources below, for [Faculty coding information see SBCTC Policy Manual 2.35. Classification of Employees](#)).

- Federally registered apprenticeship programs are also governed by law, and provide a framework that supports an enhanced, modernized apprenticeship system. The Office of Apprenticeship has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance; and quality assurance assessments (see Title 29 CFR part 29 subpart A)