

**GUAM COMMUNITY COLLEGE  
Board of Trustees**

**TWELVE-MONTH FACULTY**

**WHEREAS**, the Guam Community College (“College”) operates secondary and post-secondary vocational programs, adult and continuing education, community education, and short-term specialized training beyond the academic year; and

**WHEREAS**, the operation of these programs require faculty to perform non-teaching duties on a twelve-month basis; and

**WHEREAS**, the College recognizes the need to provide an orderly, equitable procedure for the voluntary assumption of non-teaching duties that require performance throughout a twelve-month work year, and to provide a procedure for the return to nine-month status.

**NOW, THEREFORE, BE IT RESOLVED**, that there is established within the College's faculty classification system a twelve-month faculty position. The duties and responsibilities of the position involve planning, development or implementation of program(s) of instruction, curriculum or student services which by their nature must be performed outside of the regular classroom and the academic year; and

**BE IT FURTHER RESOLVED**, that a 9-month faculty who transfers to the twelve-month faculty position shall retain the same salary plus 30%, receive service credit in the transferred position, be placed on the annual leave accumulation policy as per the formula in the government code, and retain all benefits, including promotional opportunities and participation on faculty committees. The duty year will change from an academic year to a twelve-month year, which includes a transfer from a 35 to 40-hour work week. An employee making a transfer after the first day of the academic year will be paid cash for earned pro-rata summer leave and will then be placed on the annual leave accumulation policy; and

**BE IT FURTHER RESOLVED**, that upon return to a 9-month faculty position, any unused annual leave will be retained in the employee's personnel record and the employee will resume earning summer vacation leave. The faculty member will retain the same salary as other 9-month faculty and will receive service credit as though said service was rendered as a 9-month faculty; and

**Page 2: GCC Board of Trustees Policy 435 – Twelve-Month Faculty**

**BE IT FURTHER RESOLVED**, that a person hired into a twelve-month faculty position will be assigned a faculty rank consistent with the College ranking system. The new faculty member will be placed under the annual leave accumulation policy and will be entitled to all the benefits to which faculty are entitled.

**Amended & Adopted: December 15, 2023**  
**Resolution 32-2023**

**Amended & Adopted: January 8, 2009**  
**Resolution 6-2009**

**Adopted: July 5, 1995**  
**Resolution 11-95**