

RULE

SUBJECT	ADJUNCT, SUPPLEMENTAL AND PERCENT-OF-LOAD INSTRUCTOR CONTRACTS	PAGE
		2.23-1
LEGAL AUTHORITY	6Hx23-2.23	5/18/99 Revision #99-5

6Hx23-2.23 ADJUNCT, SUPPLEMENTAL AND PERCENT-OF-LOAD
INSTRUCTOR CONTRACTS

I. Definitions:

- A. Adjunct Instructors - an instructor who is a part-time employee and is paid off the Adjunct Salary Schedule.
- B. Supplemental Instructors - a regular full-time instructor who teaches classes beyond the base load and is paid off the Adjunct Salary Schedule.
- C. Percent-of-load Instructors - an instructor who is part-time, has regular office hours and who is paid portionately off of the base of the regular Salary Schedule.

II. Credit Courses

- A. Any regular employee who is assigned to teach a course for credit outside of the scope of the employee's normal contractual duties shall receive a supplemental contract, subject to the following limitations:
 - 1. Instructors with base contracts of 15 equated credit hours in Sessions I and II, not more than 6 equated credit hours above the base contract may be assigned in Sessions I or II.
 - 2. Instructors with base contracts of 18 equated credit hours in Sessions I and II, not more than 3 equated credit hours above the base contract may be assigned in Sessions I or II.
 - 3. Instructors with base contracts of 6 equated credit hours in Session III, not more than 8 equated credit hours above the base contract may be assigned in Session III.
 - 4. Instructors with base contracts of 0 equated credit hours in Session III, not more than 14 equated credit hours above the base contract may be assigned in Session III.

RULE

SUBJECT	ADJUNCT, SUPPLEMENTAL AND PERCENT-OF-LOAD INSTRUCTOR CONTRACTS	PAGE
		2.23-2
LEGAL AUTHORITY	6Hx23-2.23	5/18/99 Revision #99-5

5. Summary Table for Supplemental Contracts:

Contract Type	(15/15/6)	(15/15/0)	(18/18/0)
Session I	6 ECH	6 ECH	3 ECH
Session II	6 ECH	6 ECH	3 ECH
Session III	8-ECH	14 ECH*	14 ECH
Total	20 ECH	26 ECH	20 ECH

*Any combination of III, IIIA, and/or IIIB.

6. Twelve-month A&P and other staff, not more than 6 equated credit hours may be assigned in Sessions I or II and not more than 4 equated credit hours may be assigned in Session III.

7. Any exception to these limitations must be approved by the President. Compensation will be based upon the adjunct/supplemental salary schedule.

B. Adjunct faculty are hired on a temporary, session-by-session basis. When a new adjunct faculty member is hired, faculty credentialing information, as a part of the employment application, is completed by the program director and reviewed and approved by appropriate management officials. An electronic database is kept to indicate which faculty members are qualified to teach which specific teaching fields. If a faculty member wishes to teach in additional disciplines, the Faculty Credential Evaluation portion of the College application is modified and resubmitted using the same process.

The following procedures are to be used for filling adjunct faculty positions at the College:

1. From time to time, as necessary, an advertisement will be placed to build the adjunct pool(s).
2. Applicants from other sources can be added by other program directors and faculty.

RULE

SUBJECT	ADJUNCT, SUPPLEMENTAL AND PERCENT-OF-LOAD INSTRUCTOR CONTRACTS	PAGE
		2.23-3
LEGAL AUTHORITY	6Hx23-2.23	5/18/99 Revision #99-5

3. From the applicant pool(s), program directors will select and interview candidates who must meet the same faculty credentialing requirements as full-time faculty, including oral and written communication skills.
 4. In addition to the program director's interview, each candidate for a part-time faculty position is required to write several paragraphs describing his or her philosophy of education. During the process of reviewing the application, the written statement on philosophy of education, and interviewing the candidates, consideration will be given to oral and written communication skills.
 5. Upon recommendation of the final candidate, the application and supporting documentation is reviewed by the provost and Human Resources, a background check is completed, and a possible offer is made.
- C. Adjunct instructors, including temporary percent-of-load instructors, who are working part-time in other settings outside the College, may be assigned not more than 12 equated credit hours in Sessions I or II and not more than 9 equated credit hours in Sessions III, IIIA or IIIB. Adjunct instructors who are working full-time in other settings may be assigned only the levels of ECH that would be permitted of full-time instructors (i.e., 6 ECH in Sessions I and II and 8 ECH in Session III). Any exception to this must be approved by the President.

Adjunct faculty must determine specific methods to interact with students outside of class hours. These methods must be clearly outlined in each instructor's syllabus. These methods might include scheduling meetings before and/or after class, scheduling individual appointments at other times, email, chat rooms and other appropriate methods as approved by the program director.

1. Adjunct faculty shall receive compensation based upon the adjunct/supplemental salary schedule.
2. Percent-of-load contracts may be granted to temporary adjunct faculty who teach at least 6 equated credit hours

RULE

SUBJECT	ADJUNCT, SUPPLEMENTAL AND PERCENT-OF-LOAD INSTRUCTOR CONTRACTS	PAGE
		2.23-4
LEGAL AUTHORITY	6Hx23-2.23	5/18/99 Revision #99-5

during Sessions I and II or 2.4 equated credit hours during Session III. Percent-of-load adjunct instructors will be paid from the regular instructional salary schedule and their salary will be calculated at base pay for their degree. Contracts for such adjunct faculty shall not exceed a 12 equated credit hour load during Session I or II or a 9 equated credit hour load during Sessions III, IIIA or IIIB. Any teaching beyond 12 equated credit hours during Session I or II or 9 equated credit hours during Session III, IIIA or IIIB, which has been approved by the President, shall be compensated from adjunct/supplemental salary schedule in accordance with Section I above and shall not constitute full-time employment. Temporary percent-of-load faculty are required to have office hours at the College in accordance with contract provisions.

3. Temporary percent-of-load faculty may be employed in exceptional circumstances with the approval of the President to teach less than 6 equated credit hours during Sessions I and II or 2.4 equated credit hours during Session III on a percent of load basis. Such adjunct faculty are required to have office hours at the College in accordance with contract provisions.

III. Noncredit Courses

Instructors who have been issued contracts for teaching noncredit courses shall be paid the approved noncredit salary rate in effect on the first duty day.

Specific Authority: 240.319(2) & (3), F.S.

Law Implemented: 240.313, 240.319(4)(b) & (l), 240.335, 240.339, F.S. SBE Rules 6A-14.0247(6), 6A-14.0262(7), 6A-14.041, F.A.C.

History: Formerly 6Hx23-6-3.021. Adopted - 7/15/71. Readopted - 12/19/74, 10/25/77. Amended - 9/17/81, 10/27/82 (Effective - 12/1/82), 2/17/83, 2/20/86, 10/17/89. Filed - 10/17/89. Effective - 10/17/89; 9/26/95. Filed - 9/26/95. Effective - Session I, 1995-96; 9/17/96. Filed - 9/17/96. Effective - 9/17/96. 5/18/99. Filed - 5/18/99. Effective - 5/18/99.