

SECTION: Personnel Policies and Procedures
SUBJECT: Adjunct & Substitute Instructors
SOURCE REFERENCE:

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ADJUNCT INSTRUCTORS

Applications for adjunct instructors are accepted only as positions are posted and available. Credentials are evaluated by the appropriate collegewide administrator to determine qualifications. Adjunct instructors must meet the minimum qualifications set forth by the College, Department of Postsecondary Education, and the Southern Association of Colleges and Schools. In the event of unusual circumstances concerning qualifications, the determination will be made by the Dean of Instruction. Personnel requests are channeled from the Campus Associate Dean(s), to the appropriate College-wide Associate Dean, to the Dean of Instruction, who makes a recommendation to the President. Neither tenure nor seniority is attained through adjunct employment. Employment and contracts are on a semester-to-semester basis, unless otherwise approved by the Dean.

Campus Associate Deans are responsible for orientation relating to course syllabi and objectives, grading standards, and other instructional policies and procedures. Orientation relating to general institutional policies and regulations is also the responsibility of the Campus Associate Dean. Supervision of instruction is the responsibility of the Campus Associate Deans working closely with the division chairperson.

Adjunct instructors are evaluated at least once an academic year through use of student assessment of instruction forms and classroom observation forms. Originals are reviewed and signed by all appropriate personnel, then filed in the Personnel Office.

SUBSTITUTE INSTRUCTORS

Substitute instructors may be needed on an occasional basis. Use of substitute instructors requires prior approval by appropriate the Collegewide Associate Dean.