



Broward
Community
College

Policy Manual

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| Title: Adjunct and Substitute Faculty | 6Hx2-3.07 |
| Legal Authority: Fla. Statutes 1012.855 St. Bd. of Ed. Admin. Rules | Page: 1 of 1 |

GENERAL STATEMENT

The President is authorized to establish whatever procedures are necessary to ensure quality teaching through the hiring, supervision, and evaluation of adjunct and substitute Faculty and shall encourage practices that treat adjunct and substitute Faculty as important professionals who make a significant contribution to the intellectual growth of students at Broward Community College.

THE POLICY and THE FACULTY AND STAFF

In accordance with the *Criteria for Accreditation* of the Commission on Colleges of the Southern Association of Colleges and Schools, all adjunct and substitute Faculty shall meet all the requirements of full-time Faculty as described in Broward Community College Policy 6Hx2-3.02, *Recruitment, Selection, and Assignment of Personnel*. Adjunct Faculty are expected to keep regular office hours (eight hours of office time per each three-credit class per semester) and to be evaluated by their Supervisor. Additionally, Adjunct Faculty are expected to communicate with students via available technology.

The appointment of all adjunct and substitute Faculty shall be in accordance with the salary schedule adopted by the Board of Trustees. Official transcripts and proper documentation must be filed in the Office of Human Resources prior to the issuance of the first paycheck to an adjunct or substitute Faculty member. Adjunct faculty are hired on a semester by semester basis based on College need and there is no guarantee of continued employment. Normally, adjunct faculty teach no more than 12 credit hours per term for fall and winter and no more than 18 credit hours in the summer term.

IMPLEMENTATION and OVERSIGHT

The Vice President for Human Resources and Equity has responsibility for the implementation and oversight of this policy. Policy violations and appeals would be investigated by the Vice President for Human Resources and Equity and/or his/her designee.

VIOLATION OF POLICY

Violations of this policy will be investigated and may result in consideration of disciplinary action.

DEFINITIONS

Adjunct faculty – part-time faculty who are hired on an as needed basis by the College with no guarantee or expectation of continued employment.

[Link to Procedure A6Hx2-3.07](#)

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| History: Revised as Policy | | | |
| Approved by the Board of Trustees | Date 05/01/08 | President's Signature  | Date 05/01/08 |