

Policy Manual



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| Title: Adjunct and Substitute Faculty | Number: 6Hx2-3.07 |
| Legal Authority: Fla. Statutes 1012.855 | Page: Page 1 of 2 |

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 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 College Policy 6Hx2-3.02, Recruitment, Selection, and Assignment of Personnel. Adjunct Faculty shall maintain regular student office hours, the primary purpose of which is to provide individualized consultation/support that is afforded (on a non-appointment basis) to all of the faculty member's current students, regardless of the campus/center at which the course is taught. The day(s)/time(s)/location(s) of student office hours are to be well-communicated in the course syllabus which will also be uploaded into the College's learning management system, and a comprehensive departmental list that each term is compiled and posted by the Adjunct Faculty member's academic department(s). With the exception of allied health clinical courses, individualized applied music courses, and internship/practicum courses, all Adjunct Faculty Teaching assignments must include eight student office hours per 3-credit course (i.e., 2 2/3 clock hours per credit hour) distributed equally through each course's term/session. Adjunct Faculty 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 Talent and Culture Department prior to the commencement of employment of the adjunct or substitute Faculty member. Adjunct faculty are hired on a term by term basis based on College need and there is no guarantee of continued employment.

Each adjunct faculty member's term work load must satisfy two criteria:

- the total Broward College work load shall not exceed an average of 27.5 *clock* hours per week for the entirety of each term (inclusive of teaching credit and non-credit courses at the College, as well as substitute teaching, Academic Success Center tutoring, part-time advising, and/or any other forms of part-time Broward College employment that may apply); and
- the total of all credit-bearing courses assigned throughout the College shall never be permitted to exceed 12 credit hours per term.

The weekly work hours for each course is the sum of three components:

- its instructional contact hours (converted to actual clock hours per week),
- its preparation/grading time (calculated based on a set of standard multipliers that differ based on the

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- type of course), and
- its applicable student office hours, as detailed above.

IMPLEMENTATION and OVERSIGHT

The Vice President, Talent and Culture has responsibility for the implementation and oversight of this policy.

VIOLATION OF POLICY

Violations of this policy will be investigated by the Talent and Culture Department and may result in disciplinary actions up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter, Article 2.23.
- For represented professional technical staff, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward College and Federation of Public Employees, Article 2.

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.

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