

# Procedure Manual



<b>Title:</b> Adjunct and Substitute Faculty	<b>Number:</b> A6Hx2-3.07
<b>Policy Number:</b> 6Hx2-3.07	<b>Page:</b> 1 of 3

## Adjunct Faculty

**Recruitment and Orientation.** All adjunct Faculty must meet the requirements of full-time Faculty as described in Broward College Policy 6Hx2-3.03, *Selection and Retention of Personnel*, and be approved by the District Board of Trustees. Each department shall recruit and maintain a pool of qualified adjunct Faculty who are prepared to begin instruction on the first day of classes.



To ensure that the adjunct Faculty member meets the qualifications set by College policy and by the Criteria for Accreditation of the Commission on Colleges for the Southern Association of Colleges and Schools, the adjunct Faculty member must furnish appropriate documentation, including unofficial transcripts, at the time application for employment is made to the department. The Associate Dean shall advise the adjunct Faculty member that appropriate documentation required by the College, including official transcripts, current certifications and/or licenses, as applicable, must be on file in the Human Resources Department prior to the commencement of his/her employment.

The selection of adjunct Faculty shall include a hiring interview by the Associate Dean. Other full-time Faculty members in the department shall be encouraged to participate in the hiring interview. The Associate Dean shall provide an orientation prior to a new adjunct Faculty member's assumption of teaching responsibilities. The orientation shall include information about the mission of the College; the nature of the student population; College policies, procedures, and practices regarding professional expectations and performance; and other academic and student life information that will assist the adjunct Faculty member in effectively carrying out his/her teaching assignments.

Each new adjunct Faculty member shall have access to a *BC Faculty Handbook* which delineates the expectations of Faculty and students and references important policies and procedures that have been adopted college wide. The Associate Dean shall review with new adjunct Faculty those sections of the *Faculty Handbook* that relate to academic and student affairs, support services, health and safety, adjunct load limitations, and the 30-minute per week office hour requirement for each class.

Full-time Faculty and adjunct Faculty that have taught at the College for a number of years shall be encouraged to serve as mentors for new adjunct Faculty members to assist them with an orientation to the campus and to help them become integral members of the college community.

A copy of the approved course outline as well as sample syllabi shall be provided to adjunct Faculty for each course to be taught. Each adjunct Faculty member, in turn, shall be required to submit to the Associate Dean a copy of the syllabus that has been distributed to the students.

<b>Recommending Officer's Signature:</b> Sophia M. Galvin 	<b>Date:</b> 10/7/2019	<b>President's Signature:</b> 	<b>Date:</b> 10/7/2019
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# Procedure Manual



<b>Title: Adjunct and Substitute Faculty</b>	<b>Number:</b> A6Hx2-3.07
<b>Policy Number:</b> 6Hx2-3.07	<b>Page:</b> 2 of 3

The chief academic administrator, or designee, at each site shall apprise the adjunct Faculty member of new policies and procedures that have been adopted and/or implemented and inform them of site changes or programmatic developments that might affect the teaching and learning situation.

**Records Retention.** The adjunct Faculty member shall be required to retain his/her student class records for at least a year following the end of the term in which the class was taught. The adjunct Faculty member shall submit to the Associate Dean a copy of the official final grade report and records to support the assigned grades. These documents shall be retained and filed for at least one term after expiration of the appeal process. Individual departments may require additional materials and/or records.

**Evaluation.** The purposes of evaluation are: 1) To promote the highest quality instruction, 2) To encourage the highest quality performance by adjunct Faculty, and 3) To evaluate adjunct Faculty job performance and to use the results of these evaluations to improve instruction.


Each adjunct Faculty member shall be evaluated annually. A newly hired adjunct Faculty member shall be observed in the learning environment in the **first term** that he/she teaches at the College by his/her immediate supervisor and thereafter shall be observed while performing his/her teaching assignment if deemed necessary by the immediate supervisor.

The immediate supervisor of the adjunct Faculty member shall complete the **Adjunct Evaluation Form** and forward to the appropriate campus/center administrators for review.

A copy of the evaluation shall be given to the adjunct Faculty member and discussed if deemed necessary by the immediate supervisor or adjunct Faculty member. The **Adjunct Evaluation Form** shall be filed in Human Resources no later than one term after the evaluation term.

The **Adjunct Evaluation Form** may include statements based upon data from the following sources including but not limited to the adjunct Faculty member's student opinions of instruction, observations of normal teaching duties by the immediate supervisor, self-evaluation by the adjunct, peer-evaluation by a full-time Faculty member, follow-up conference(s) and/or any other formal or informal meetings with the adjunct as appropriate. Student opinions of instruction of each adjunct Faculty member shall be conducted each term for all sections taught.

**Professional Development and Recognition.** Adjunct Faculty shall be encouraged to participate in departmental and college wide development workshops held at the various campuses, as appropriate. Departmental, campus, and college wide academic administrative units shall develop and implement appropriate vehicles for recognizing outstanding adjunct Faculty.

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## Procedure Manual



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<b>Policy Number:</b> 6Hx2-3.07	<b>Page:</b> 3 of 3

### Substitute Faculty

Substitute Faculty shall meet all the requirements of full-time Faculty as described in Broward College Policy 6Hx2-3.03, *Selection and Retention of Personnel*. Each department shall recruit and maintain a list of substitute Faculty from a pool of existing adjunct and fulltime Faculty. Substitute Faculty shall be recommended by the Associate Dean through the campus Dean of Academic Affairs and the Campus President. In the case of the Center for Health Science Education and the Downtown Center, the recommendation shall be made through the Campus President and the Center Administrator, respectively. Appropriate personnel records for substitute Faculty must be on file in the Office of Human Resources. The compensation for substitute Faculty shall be in accordance with the salary schedule adopted by the District Board of Trustees. When a full-time Faculty member substitutes in a class, he/she shall be compensated in the manner prescribed in the collective bargaining agreement.

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