

PENSACOLA STATE COLLEGE
POLICIES OF THE DISTRICT BOARD OF TRUSTEES

Policy Title:	Adjunct Contracts	<u>Number</u> 6Hx20-4.009
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 1112.83, Fla. Stat.; Rule 6A-14.041, F.A.C.	Page 1 of 1

All temporary instructional personnel are classified as adjunct employees. The Board of Trustees shall provide written contracts for all adjunct personnel, except a retired employee reemployed as an instructor during the six months of retirement when reemployed under the provisions of s. 121.091(b)2, Fla. Stat. The contract form may provide for employment by the day, by the semester hour, by the clock hour, by the course, or by the term.

Unless otherwise approved by the President, all adjunct personnel shall be employed on a clock or contact hour basis, and shall be paid a salary in accordance with the annual salary schedule adopted by the Board. The Board recognizes that there are certain situations, such as the employment of assistant coaches and the employment of adjunct personnel to work on specific projects, in which it is necessary to contract with adjunct employees on a term basis. Such contracts shall be subject to Board approval.

The salary for adjunct employees adopted by the Board shall be deemed to compensate the employees for classroom instruction and for other associated duties such as preparation for class, evaluation of student performance, and completion of required records and reports.

If a department head, with the approval of the Chief Academic Officer, finds it necessary to assign additional duties to an adjunct employee, such as attendance at faculty meetings or performance of administrative and student advisement services, such employee shall be compensated for the additional time required to perform such services at the hourly contact rate approved by the Board in the annual salary schedule. Contracts with such an employee shall specify the hours outside the classroom for which the employee is being compensated, and the department head shall keep a record of the additional duties assigned to such employee.

The maximum teaching load for any adjunct employee shall be eighty (80) percent of the normal full-time teaching load for the category of courses affected. Exceptions to the maximum teaching load may be approved by the Vice President, Academic and Student Affairs.

Administration shall determine the required qualifications for adjunct faculty in conformity to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) principles.

History:	Adopted 7/1/68 as 6A-8.31, amended 10/17/72; repromulgated 4/2/75 as 6Hx20-14.41(2); amended 9/18/80; repromulgated 4/29/86; amended 9/22/87; amended 1/20/88; amended 1/21/97; amended 2/21/06.
President's Signature:	Date: