

MIAMI DADE COLLEGE
ADJUNCT FACULTY ACKNOWLEDGMENT - CREDIT
TERM: _____

The undersigned adjunct faculty member acknowledges the following information regarding course assignments for the above specified term:

ADJUNCT FACULTY INFORMATION:

Name: _____ MDID: _____

Address: _____

Telephones: Home _____ Work _____ Cell _____ E-mail Address: _____

COURSE(S) ASSIGNED:

Course 1 _____ Reference# _____ Day/Time _____ Location _____ Points _____ Course Payment _____

Course 2 _____ Reference# _____ Day/Time _____ Location _____ Points _____ Course Payment _____

Course 3 _____ Reference# _____ Day/Time _____ Location _____ Points _____ Course Payment _____

Course 4 _____ Reference# _____ Day/Time _____ Location _____ Points _____ Course Payment _____

SALARY:

College credit courses are paid at a rate of \$175.00 per point. This is equal to \$2,100.00 per 3-credit course (12 points) or \$43.75 per lecture hour. The hourly rate for "hard to hire" courses, laboratory courses, vocational credit courses, or courses with low enrollment may vary. Adjunct faculty member teaching these courses should consult his or her department chairperson for hourly rate information regarding these courses.

Adjunct faculty member will not be compensated for any hours missed as a result of absence, regardless of the reason for the absence; this will result in an adjustment to the total course payment.

RESTRICTIONS:

Adjunct faculty member cannot exceed 108 points per academic year (e.g., nine 3-credit courses), not to exceed 48 points in Fall or 48 points in Spring or 48 points in Summer A/B combined. This acknowledgment does not constitute a contract for services nor any guarantee of continued employment with Miami Dade College. Course assignments are subject to change contingent upon enrollment, course cancellations, full-time faculty reassignment requests, department needs, and/or other programmatic considerations.

TEXTBOOK(S):

Adjunct faculty member is required to use the textbook adopted in the department for the assigned course.

**OTHER
CONDITIONS:**

All credentials must be on file before the adjunct faculty member begins the instructional assignment (application and supporting documentation, including official transcripts, and any other Human Resources requirements).

Adjunct faculty member is also required to:

- (1) submit a copy of the course syllabus to the department head for approval (unless provided by the department);
- (2) distribute a copy of the approved course syllabus to the students the first day of class;
- (3) administer Student Feedback Surveys in accordance with College policies and department guidelines;
- (4) submit purge rolls as required by established deadlines;
- (5) complete paperwork to obtain RACF ID within the first 10 days of employment;
- (6) enter final grades into the Odyssey System by the established deadline (Grades of "I" require the College's contract form);
- (7) maintain accurate attendance records and submit a copy with the final grade roll to the department;
- (8) be available to meet with students one hour per week for each 3 credit course in addition to class time;
- (9) comply with all other department and College policies and regulations.

I have read and I acknowledge the conditions as set forth herein.

Adjunct Faculty Member Signature

Date