MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2010

PROCEDURE TITLE: A Glossary of Terms and Definitions

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64, 1001.61, AND 1012.855

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College

EFFECTIVE DATE: June 2, 1980

LAST REVISION DATE: June 26, 2020

LAST REVIEW DATE: June 26, 2020; November 1, 2023

I. PURPOSE

To provide a glossary of terms and definitions contained in official College policies and procedures.

II. PROCEDURE

Definitions and Glossary Terms:

1. ACADEMIC ADMINISTRATORS
   Academic Administrators have designated duties closely related to or directly supporting teaching, research and/or other related academic managerial activities. Positions identified include: Deans, Faculty/Academic Schools/Students, Department Chairpersons, Assistant Student Dean, Assistant to a Campus President, and other positions as approved by the College President.

2. ASSOCIATE DEANS, FACULTY
   Associate Deans provide support in the areas of curriculum and academic programs, student affairs and enrollment management, directly responsible to the Dean of Faculty.

3. ACADEMIC RANK FOR INSTRUCTIONAL PERSONNEL
   Academic rank is an established system with criteria for the placement and promotion of instructional personnel. Academic rank includes: Instructor, Assistant Professor, Associate Professor, Associate Professor Senior and Professor.

4. ADJUNCT FACULTY
   An individual who is employed to teach less than full-time. The position is designated at

the time of appointment by the District Board of Trustees as a part-time temporary position, assigned on a term-by-term basis.

5. AREA HEAD
The Area Head is the chief administrator of a campus, or a major college-wide organizational unit. Positions identified include: College President, College Provost, Campus Presidents, and Vice Provosts.

6. BOARD
The Board shall refer to the District Board of Trustees of Miami Dade College.

7. CALENDAR DAY
A calendar day is every day, including holidays and weekends.

8. CLASSROOM FACULTY
Instructional personnel primarily engaged in teaching students in a classroom or online setting.

9. COLLEGE PERSONNEL
College personnel include all personnel appointed for employment by the District Board of Trustees.

10. COLLEGE PRESIDENT
The College President refers to the individual appointed by the Board to be the chief executive officer of the College.

11. COLLEGE VEHICLE
Any vehicle that is propelled by other than human power which includes but is not limited to: automobiles, motorcycles, golf carts, trucks, semi-trailers, truck tractors, and recreational vehicles.

12. DEMOTION
Demotion refers to the reassignment of an employee to a lower grade position.

13. DEPARTMENT CHAIRPERSON
Department Chairperson is the administrative managerial and instructional head of an academic department, directly responsible to the Academic Dean/School Director.

14. DESIGNEE
Designee shall refer to any administrative officer designated by the College President, Provost or an Area Head to act on his/her behalf.

15. DOMESTIC PARTNER
See definition for Domestic Partner in Procedure 2136: All Full-Time Employees Benefits Insurance Plans

16. EMPLOYEE RECORD (EMPLID);
Number designation to each job that an employee holds at the College.

17. EQUAL ACCESS/EQUAL OPPORTUNITY
Miami Dade College is an equal access/equal opportunity institution which does not discriminate on the basis of sex (gender), race, color, marital status, age, religion, national origin, disability, veteran's status, ethnicity, pregnancy, sexual orientation or genetic information in compliance with all Federal and State legislation and regulations pertaining to non-discrimination. This legislation includes Title VI, VII and VIII, 1964 Civil Rights Act of 1964, as amended; Executive Order 11246; Title IX, 1972 Education Amendments; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act (ADA) of 1990; The Americans with Disabilities Act Amendments Act (ADAAA) of 2008; Genetic Information Non-Discrimination Act (GINA); The Florida Educational Equity Act, Sections 1000.05 and 240.152 Florida Statutes; State Board of Education Rules 6A-19.001, 6A-19.010 and 6H-1.041; the Civil Rights Act of 1991; The Whistleblower Protection Enhancement Act of 2012 and The Whistleblower's Act, Sections 112.3187-31895

18. EXEMPT EMPLOYEE
An employee exempt from payment under the overtime provisions of the Fair Labor Standards Act (FLSA) as amended. This includes executive, administrative and professional employees as defined by the FLSA.

19. FACULTY LIBRARIAN
Instructional personnel primarily engaged in library, learning resource support service.

20. FACULTY (INSTRUCTIONAL/CONTRACTUAL PERSONNEL
The term "faculty" includes both classroom and librarian faculty, whose designated duties involve teaching, library and learning resources support service.

21. FULL-TIME EMPLOYEE
Professional Exempt Contractual, Instructional/Contractual, Professional Exempt Non-Contractual or Support Non-Exempt employee working full-time in an authorized budgeted position.

22. FULL-TIME TEMPORARY EMPLOYEE
An employee hired for a full-time temporary position for a specific period of time to perform a temporary task, to substitute for a full-time employee on leave, or to be paid from grant funds/contracts. The position is designated at the time of employment as a full-time temporary position. Full-time temporary employees are entitled to receive those benefits usually given to full-time employees and are subject to the working conditions for which they are appointed.

23. HOURLY EMPLOYEE
An employee paid at an hourly rate. The employee is covered by Worker's Compensation but is not eligible for other employee benefits.

24. JOB GROUP
A group of positions having similar responsibilities.

25. JOB CLASSIFICATION
The grouping of positions according to levels of responsibility.

26, MDCONNECT
The College's enterprise resources planning system.

27. NON-EXEMPT EMPLOYEE
Employees who are subject to the minimum wage, compensated on an hourly basis and eligible for overtime, according to federal law. Overtime is defined as payment of hours worked in excess of forty (40) hours during a work week at a rate of no less than one and one-half (1 ½) times the regular hourly rate.

28. NON-INSTRUCTIONAL EMPLOYEES
Non-Instructional employees shall include College personnel other than instructional personnel.

29. PART-TIME ADMINISTRATOR
An individual who is employed as an administrator less than full-time.

30. PART-TIME REGULAR EMPLOYEE
An individual who has worked for 2080 hours or more. The position is designated at that time as a part-time regular position. Individuals in this category participate in the Florida Retirement System and Social Security Program.

31. PART-TIME TEMPORARY EMPLOYEE
An individual who is employed for less than 2080 hours in any temporary position. Wages paid are not subject to Social Security and Florida Retirement System contributions. Enrollment in the College's Alternate to Social Security Program is mandatory.

32. POSITION
A position is an individual job for a full-time or part-time employee which is identified by a position number.

33. POOLED POSITION
A pooled position is a group of part-time jobs in the same job classification working within the same department and/or discipline.

34. PERSONNEL REQUISITION FORM
Form utilized to approve the recruiting process for a funded College position.

35. . PROBATIONARY EMPLOYEE
Support Non-Exempt and Professional Exempt Non-Contractual employees shall serve a 90-day probationary period from the date of initial employment. The probationary period may be extended under provisions of Procedure 2124. When job performance is unsatisfactory during the probationary period, the supervisor may summarily terminate the probationary employee. In addition, a Support Non-Exempt and Professional Exempt Non-Contractual employee may, at any time, be placed on probation for unsatisfactory conduct or service upon written approval of the area head in consultation with the Division of Human Resources.

36. PROFESSOR EMERITUS
Professor Emeritus is a retired faculty member who has demonstrated excellence in their educational field, served the College, the students and the community loyally for a minimum of eighteen (18) years, and achieved the academic rank of Professor.

37. PROFESSIONAL EXEMPT CONTRACTUAL PERSONNEL
Professional Exempt Contractual personnel are employees whose designated duties involve: directing, scheduling or supervising other employees; evaluating and recommending the employment or termination of other employees; allocating, managing and scheduling resources and facilities; planning, development and utilization of personnel resources and facilities. Professional Exempt Contractual employees are those with managerial responsibilities. and are listed on the Human Resources Website at https://www.mdc.edu/hr/Compensation/Full-Time_Job_Descriptions/default.asp

38. PROFESSIONAL EXEMPT NON-CONTRACTUAL PERSONNEL
See definition for Exempt Employee.

39. PROFESSIONAL PERSONNEL
Professional personnel include all full-time Professional Exempt Contractual and Instructional/Contractual personnel.

40. PROMOTION
Promotion refers to the advancement of an employee to a higher-grade position.

41. REQUEST FOR PERSONNEL ACTION (RPA)
Form used to initiate and approve changes to employee record.

42. "SUMMARY HEALTH INFORMATION" means individually identifiable health information that (1) summarizes the claims history, claims expenses, or type of claims experienced by individuals for whom a plan sponsor has provided health benefits under a group health plan; and (2) from which the following identifiers of the individual or of relatives, employers, or household members of the individual, are removed: (A) Names; (B) All geographic subdivisions smaller than a State, including street address, city, county, precinct, full zip code, and their equivalent geocodes, (five-digit zip codes are acceptable); (C) All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of date (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older; (D) Telephone numbers: (E) Fax numbers; (F) Electronic mail addresses; (G) Social security numbers; (H) Medical record numbers; (I) Health plan beneficiary numbers; (J) Account numbers; (K) Certificate/license numbers; (L) Vehicle identifiers and serial numbers, including license plate numbers; (M) Device identifiers and serial numbers; (N) Web Universal Resource Locators (URLs); (O) Internet Protocol (IP) address numbers; (P) Biometric identifiers, including finger and voice prints; (Q) Full face photographic images and any comparable images; and (R) Any other unique identifying number, characteristic, or code. 45 C.F.R. § 164.504(a).

43. SUPPORT NON-EXEMPT
Support Non-Exempt members may perform clerical, maintenance, technical and other assigned duties; some supervisory responsibility may be required.

44. STUDENT ASSISTANT
Individual employed in this category is paid through the College's Financial Aid Programs including work study funds.

45. SUBSTITUTE PERSONNEL
An individual qualified to be employed on a temporary basis as a classroom faculty.

46. SUPERVISOR
Individual responsible for recommending employment or termination of employees as well as training, coaching, counseling, evaluating performance, directing and monitoring employees' work.

47. TRANSFER
Transfer refers to the movement of an employee from one department, Campus, or Division to another department, Campus or Division within the College.

48. VISITING PROFESSOR
A professor instructing or lecturing away from the institution where he/she is normally or permanently employed, and who is on a temporary assignment at the College "Visiting" indicates that appointment is for a specifically designated period.

49. WORK DAY
The College's standard operating hours occur primarily, Monday through Friday. Alternative schedules may be required by immediate supervisors to ensure operational needs are met.

50. WORKLOAD
System utilized to record, store and maintain instructional course assignments, workload, and task assignments.

	11/01/2023
PRESIDENT	**DATE**