

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2010

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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: March 8, 2005

LAST REVIEW DATE: March 8, 2005

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 are designated duties closely related to or directly support teaching, research and/or other related academic managerial activities. Positions identified include: Department Chairpersons of large departments who do not teach, Assistant Academic/Student Dean, Assistant to a Campus President, and other positions as approved by the College President.

2. ACADEMIC ASSOCIATE DEANS/SCHOOL DIRECTORS

Academic Associate Dean/School Director is the administrative managerial head of the Instructional faculty in their assigned discipline(s); may be responsible directly to the Academic Dean.

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 position.
5. **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 composed of the College President, College Provosts, Campus Presidents, Vice Provosts, Associate Vice Provosts Senior, Associate Vice Provosts, Deans, Division Directors, Associate Deans/School Directors and Department Chairpersons. Professional Exempt Contractual positions are listed on the Unified Salary Policy Schedule (II-51).
 6. **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 Provosts, Campus Presidents, and Vice Provosts.
 7. **BOARD**
The Board shall refer to the District Board of Trustees of Miami Dade College.
 8. **CLASSROOM FACULTY**
Instructional personnel are primarily engaged in the teaching of students.
 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 administrative 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 level position.
 13. **DEPARTMENT CHAIRPERSON**
Department Chairperson is the administrative managerial and instructional head of an academic department, directly responsible to the Associate Dean/School Director. Department Chairpersons are normally required to teach a maximum of 24 points per academic year.
 14. **DESIGNEE**

- Designee shall refer to any administrative officer designated by the President or an Area Head to act in his/her behalf.
15. **EQUAL ACCESS/EQUAL OPPORTUNITY**
Miami Dade College is an equal access/equal opportunity institution and is committed to recruit, employ, grant salaries, and promote personnel without regard to gender, race, marital status, age, religion, national origin or disability 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; Executive Order 11246; Title IX, 1972 Education Amendments; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; 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; and the Civil Rights Act of 1991.
 16. **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.
 17. **FACULTY LIBRARIAN**
Instructional personnel are primarily engaged in library, learning resource support service
 18. **FACULTY (INSTRUCTIONAL/CONTRACTUAL PERSONNEL)**
These terms "faculty" includes both teaching and non-teaching faculty, whose designated duties involve teaching, library and, learning resource support service.
 19. **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.
 20. **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 of the salary schedule to which they are appointed.
 21. **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. The position is designated at the time of hiring as an hourly position.
 22. **JOB CLASS**
A group of positions having similar responsibilities.
 23. **JOB CLASSIFICATION**

- The grouping of positions according to levels of responsibility.
24. **NON-EXEMPT EMPLOYEE**
Employees who are subject to the minimum wage, compensation on an hourly basis and eligible for overtime. 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.
 25. **NON-INSTRUCTIONAL EMPLOYEES**
Non-Instructional employees shall include College personnel other than instructional personnel.
 26. **PART-TIME ADMINISTRATOR**
An individual who is employed as an administrator less than full-time.
 27. **PART-TIME REGULAR EMPLOYEE**
An individual who is employed for 2080 hours or more. The position is designated at the time of hiring as a part-time regular position. Individuals in this category participate in the Florida Retirement System and Social Security Program.
 28. **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 retirement contributions.
 29. **POSITION**
A position is an individual job which is identified by a position number
 30. **PROBATIONARY EMPLOYEE**
Support Non-Exempt 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 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.
 31. **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 rank of Professor.
 32. **PROFESSIONAL PERSONNEL**
Professional personnel include all full-time Administrative, Institutional/Operational Support and Instructional/Student Support personnel.

33. PROMOTION

Promotion refers to the advancement of an employee to a higher level position.

34. SUPPORT NON-EXEMPT

Support Non-Exempt members may perform clerical, maintenance, technical and other assigned duties; some administrative responsibility may be required.

35. STUDENT ASSISTANT

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

36. SUBSTITUTE PERSONNEL

An individual qualified to be employed on a temporary basis as an instructor.

37. SUPERVISOR


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

38. TRANSFER

Transfer refers to the movement of an employee from one department or campus, to another department or campus within the College.

39. VISITING PROFESSOR

A professor instructing or lecturing away from the institution where he/she is normally or permanently employed, and who is on temporary assignment at the institution that gives his/her the title of "Visiting Professor." "Visiting" indicates that appointment is for a specifically designated period.

	
	3/8/05
PRESIDENT	DATE