

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2153

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**PROCEDURE TITLE:** Part-Time Instructional Personnel

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** II-19 Part-Time Instructional Personnel: Minimum Standards

**EFFECTIVE DATE:** September 28, 1976

**LAST REVISION DATE:** April 19, 2005

**LAST REVIEW DATE:** April 19, 2005

## **I. PURPOSE**

To provide information concerning employment as part-time instructor and procedures to facilitate payment for teaching credit, vocational and non-credit courses on a part-time or substitution basis.


## **II. PROCEDURE**

- A. Department Chairpersons shall make reasonable efforts, prior to the start of each academic year, to anticipate part-time instructional needs. Part-time instructional appointments for the academic year should be made at the beginning of each term.
- B. Any College employee eligible for employment as a part-time instructor may instruct credit, vocational and/or non-credit courses with the following exceptions and/or conditions:
  1. College personnel on personal and/or professional development leave with or without pay may not be employed to teach credit, Vocational and/or noncredit courses on a part-time or substitute basis at the College.
  2. Eligible full-time administrative/contractual and full-time staff/non-contractual employees may be employed to teach credit, vocational and/or non-credit courses on a part-time or substitute basis outside of their normal duty hours may not utilize such part-time assignment to satisfy their normal workweek requirements. Individuals shall be paid as part-time instructors in accordance with the provisions of the Instructional Salary Schedule.
    - a. Employee will notify their immediate supervisor.

3. Employees who monitor classes (e.g. take roll, supervise lab exercises, answer questions, or perform duties in support of the assigned faculty member) are performing work within their assigned duties and do not qualify for substitute pay.
- C. Part-time Instructional Personnel (Credit, Vocational and Non-credit) Courses and Substitution Payment

In order for part-time personnel to be paid, the department chairperson must:

1. Submit a Request for Personnel Action (RPA) to establish the part-time position; and
  2. Create an instructional course assignment in the Assignment and Tracking System (ASTRA).
  3. Due dates for entry of: (a) RPA's are located on the Human Resources web site, and (b) ASTRA assignments are recorded in the official Payroll Schedule.
  4. Department chairs are also responsible for ensuring that RPA and ASTRA assignments are current for all active instructors.
  5. The ASTRA assignment initiated by the chairperson generates the payment roster for part-time instructional personnel teaching either credit, vocational and/or non-credit courses.
    - 5a. Substitute hours are recorded through the ASTRA system and paid an hourly rate determined by the Salary Schedule, Policy II-52.
    - 5b. The deduction for absences for part-time instructional personnel teaching shall be based on an hourly rate of the actual teaching assignment.
- D. Part-time instructional personnel are hired on a semester-by-semester basis only and are not issued personal service agreements or contracts.

	
4/19/05	
<b>PRESIDENT</b>	<b>DATE</b>