

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2360 **PAGE** 1 or 2

PROCEDURE TITLE: Adjunct Instructor Review

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64 AND 1012.855

BASED ON POLICY: II-2: All Personnel: Personnel Actions and Levels of Appeal

EFFECTIVE DATE: August 22, 2013

LAST REVISION DATE: N/A; July 6, 2023; May 13, 2024

LAST REVIEW DATE: N/A; July 6, 2023; May 13, 2024

I. PURPOSE

To provide for a compliance review of all adjunct faculty on a scheduled basis. To assist in gathering information regarding the consistency of adjunct instructors in meeting institutional goals and objectives relative to their duties and responsibilities in the education of students.

II. PROCEDURE


- A. Adjunct instructors serve the College on a term-by-term basis. Such assignments are subject to change contingent upon enrollment, course cancellations, full-time faculty reassignment requests, department needs, and/or other programmatic considerations and needs of the College.
- B. All part-time (adjunct) instructors in compliance with College standards will be reviewed on a scheduled basis on a schedule to be determined by the College, but not less than once every three (3) years or 9 semesters of teaching. Adjunct faculty classroom observation must be completed during the first semester taught by any and all first time part-time instructors.
- C. The Adjunct Instructor Review Packet will consist of the following documents:
 - 1. Adjunct Faculty Compliance Checklist, located at the following Human Resources link:
http://www.mdc.edu/hr/OnlineForms/Adjunct_Faculty_Compliance_Checklist.pdf
 - 2. Adjunct Faculty Classroom Observation Form, as required by the discipline, located at the following Human Resources link:
http://www.mdc.edu/hr/OnlineForms/Adjunct_Classroom_Observation_Form.pdf

- 3. Student Feedback, located in the Faculty Resources menu of the MDC Employee Portal:
<https://www.mdc.edu/employees/#>

- D. The Adjunct Instructor Review Packet shall be discussed with the employee and the employee shall be asked to sign the form as acknowledgement of receipt and of having discussed the review.

- E. Once the employee's signature is affixed to the completed Adjunct Instructor Review Documents, no changes, additions or deletions shall be made without the knowledge of the employee. If the employee refuses to sign the form, the supervisor should so note on the form and forward for processing. A copy is given to the employee.

- F. The department shall provide the employee with a final copy of the review documents and the original form will be forwarded through administrative channels to the Division of Human Resources for placement in the employee's personnel file.

	05/13/2024
PRESIDENT	DATE