

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2010 **PAGE** 1 of 7

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, June 9, 2016; August 6, 2024

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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: Department Chairpersons, Assistant Academic/Student Dean, Assistant to a Campus President, and other positions as approved by the College President.

2. ACADEMIC ASSOCIATE DEANS

Associate Deans provide support in the areas of curriculum and academic programs, student affairs and enrollment management, directly responsible 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 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 Provosts, 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 virtual 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 Deans.

14. **DESIGNEE**
Designee shall refer to any administrative officer designated by the College President, Provosts 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. **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 sex (gender), race, color, marital status, pregnancy, age, religion, national origin, ethnicity, disability, veterans' status, 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
17. **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.
18. **FACULTY LIBRARIAN**
Instructional personnel primarily engaged in library, learning resource support service.
19. **FACULTY (INSTRUCTIONAL/CONTRACTUAL PERSONNEL)**
The term "faculty" includes both classroom and librarian faculty, whose designated duties involve teaching, library and learning resources support service.
20. **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.
21. **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.
22. **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.
 23. **JOB GROUP**
A group of positions having similar responsibilities.
 24. **JOB CLASSIFICATION**
The grouping of positions according to levels of responsibility.
 25. **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.
 26. **NON-INSTRUCTIONAL EMPLOYEES**
Non-Instructional employees shall include College personnel other than instructional personnel.
 27. **PART-TIME ADMINISTRATOR**
An individual who is employed as an administrator less than full-time.
 28. **PART-TIME REGULAR EMPLOYEE**
An individual who is employed for 2080 hours or more in the aggregate. 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.
 29. **PART-TIME TEMPORARY EMPLOYEE**
An individual who is employed for less than 2080 hours in the aggregate in any temporary position, with the exception of adjunct faculty. 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.
 30. **POSITION**
A position is an individual job for a full-time or part-time employee which is identified by a position number.
 31. **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.
 32. **PROBATIONARY EMPLOYEE**

Support Non-Exempt and Professional Exempt Non-Contractual employees shall serve a 90day 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.

33. 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, and is granted that status by the College President.

34. 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, Senior Vice Provosts; Vice Provosts, Associate Vice Provosts, Associate Provosts; Deans, Senior Directors; Division Directors, Associate Deans, Deans and Department Chairpersons. Professional Exempt Contractual positions are listed on the [Human Resources Website](#). In addition, a Professional Exempt 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

35. PROFESSIONAL EXEMPT NON-CONTRACTUAL PERSONNEL

See definition for Exempt Employee.

36. PROFESSIONAL PERSONNEL

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

37. PROMOTION

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

38. “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 identifier 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).

39. **SUPPORT NON-EXEMPT**

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

40. **STUDENT ASSISTANT**

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

41. **SUBSTITUTE PERSONNEL**

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

42. **SUPERVISOR**

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

43. **TRANSFER**


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

44. **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.

45. **WORKDAY**

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.

	08/06/2024
PRESIDENT	DATE