

College Operating Procedures (COP)



Procedure Title: Faculty Hiring (Adjunct)
Procedure Number: 03-1103
Originating Department: Provost/Vice President, Academic Affairs

Specific Authority:

Board Policy
Florida Statute
Florida Administrative Code

Procedure Actions: Adopted: 06/01/10; 02/15/11

Purpose Statement: This procedure describes the adjunct faculty hiring process.

Procedures:

Recruitment

Candidates for adjunct faculty positions may be identified in the following ways:

- Advertisements placed through the Office of Human Resources
- Individuals who independently contact Adjunct Services Coordinators, Program Coordinators, Program Directors, Deans, Campus Presidents or Center Provost.

Selection/Credentialing

Candidates will be interviewed by one or more of the following: Adjunct Services Coordinator, Program Coordinator, Program Director, Dean, Campus Presidents or Center Provost. The candidate must complete an Application for Employment at the Florida SouthWestern State College Website and provide transcripts of relevant degrees and coursework.

After consideration of all materials and contract with the candidate a selection decision is made. For those selected individuals a Faculty Qualification Form (VPAA007) must be prepared and approved. Any individual who applies online is in the pool of available faculty applicants for review.

Appointment

When a class is identified which requires an adjunct professor, the appropriate adjunct Services Coordinator, Program Coordinator, or Program Director will review the available individuals and recommend a candidate to the appropriate Dean. Following verbal approval of the Dean, the candidate is tentatively assigned to the section. The candidate must complete all remaining required personnel materials.

Upon determining that enrollment is sufficient to offer the section in question, a Contract for Part-Time Employment of Instructional Personnel (PER-015) is prepared for signature by the adjunct faculty member. When signed by the appropriate Dean the contract is submitted to the Office of Human Resources for final approval and transmission to Payroll.

Orientation, Supervision, and Evaluation

Following appointment of an adjunct faculty member the appropriate Adjunct Services Coordinator, Program Coordinator, or Program Director assumes responsibility of orientation, supervision, and evaluation. Procedures for orientation, supervision and evaluation of adjunct faculty are contained in the Adjunct Faculty Guide and the College Operating Procedures.