Services of adjunct instructors are of a temporary nature for a specific term. Employment for any term shall not lead to or contribute to future employment whether temporary, permanent, or otherwise. The services required of adjunct instructors shall be in a location designated by the President as authorized by the Board.

Employment of an adjunct instructor may be canceled prior to the first day of class based on college need. In the event prescribed services have not been completed on the final day of the term, the Board may withhold all or part of the salary due until such services have been performed.

A. Adjunct Load

Adjunct instructors may be assigned a maximum credit hour load of ten (10) hours and a maximum student load equivalent to 410 student semester credit hours per term.

Adjunct instructors employed on a clock hour basis may be assigned a maximum load of twenty-four (24) clock hours per week. Any exception to the assigned maximum load must be approved by the Vice President for Academic Affairs or designee.

B. Lecture, Laboratory, Activity, and Studio Instruction

Adjunct instructors will be compensated for the highest applicable degree according to the current Board-approved Salary Schedule.

Adjunct instructors teaching courses with regularly scheduled contact hours in excess of the number of assigned credit hours will be additionally compensated on the basis of two contact hours equated to one credit hour.
C. Clinical and Clinical Laboratory Instruction-Health Related Programs

Adjunct instructors in health related programs appointed to instruct or supervise in a clinical or clinical laboratory setting will be paid on a clock hour basis according to the current Board-approved Salary Schedule.

D. SPI and Telecourse Instruction

Adjunct instructors will be compensated on a per student basis according to the current Board-approved Salary Schedule.

E. Adult and Continuing Education – Non-Credit

Adjunct instructors teaching non-credit courses will be paid on a class hour basis according to the current Board-approved Salary Schedule.

F. Absences

Adjunct instructors are not eligible for any type of paid leave. When adjuncts miss class, they shall complete and submit the Leave Request form to the dean/program director for leave without pay.

G. Evaluation

Each adjunct instructor will be visited by the dean/program director, program chair, or by a full-time faculty member the first semester of employment and once a year if hired to teach in subsequent semesters. Each first-time visit must be followed by a conference to discuss the observation. A report of the observation and/or conference may become part of the adjunct instructor file.

Students will evaluate adjunct instructors in each class in each fall and spring semester of employment of the adjunct. The primary purpose of student evaluation of instructors is for self-improvement of the instructor, but the Summary of Student Evaluations will be included in the adjunct instructor’s file in the division office. Student Evaluation may be discussed with the adjunct instructor by the dean or designee.

Adjunct instructors will be evaluated a minimum of once a year by the dean or designee during the fall, spring, or summer semester. The program chair/director may assist as approved by the dean.

H. Grade Books

Adjunct instructors must turn in all grade books to the division before receiving the final paycheck for the term.