

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Adjunct Instructors	NUMBER: 05-18AP
AUTHORITY: Florida Statute: 1001.64 , 1001.65	SEE ALSO: <ul style="list-style-type: none"> • Adjunct Observation Form • Adjunct Payroll Processing Form • Adjunct Training Funds • Board Policy 05-18: Adjunct Instructor • Faculty Credentials Manual • Faculty Employment Qualifications Form • Salary Schedule • SACS Qualification Form • Student Evaluation Form (Traditional; Web)
UPDATED: May 29, 2013	

A. HUMAN RESOURCES PROCEDURES FOR NEW ADJUNCTS

All adjuncts must be processed through Human Resources prior to beginning work at the College. In order to process a new adjunct, Human Resources must receive the following materials:

- [Adjunct Payroll Processing Form](#)
- [TCC adjunct application](#) completed by the applicant

- Transcript (An unofficial transcript is accepted at the time of hire. An official transcript is required for the adjunct to receive a final paycheck.)
- Writing Sample
- [SACS Qualification Form](#) (Adjunct faculty must meet the same academic credentials as required by full-time faculty.)
- Three letters of recommendation

At the time of processing, the adjunct must provide a government issued photo ID, such as a driver's license, and original Social Security card to Human Resources.

B. ADJUNCT ORIENTATION

Each fall and spring semester, the academic divisions offer adjunct orientations at the beginning of the term. In addition, the Center for Teaching, Learning, and Leadership (CTLL) presents supplementary adjunct orientations as well as a number of workshops throughout the year to help adjuncts enhance the classroom teaching and learning process and to meet colleagues from other disciplines across campus. Deans/directors and assigned faculty mentors also offer support to adjuncts.

Each division provides instructions to adjuncts regarding relevant information related to teaching their courses, accessing their TCC e-mail, acquiring an ID card, using office space, parking on campus, and student learning support. Divisions will also provide information on contract requirements such as office hours, purpose and use of the syllabus, learning outcomes, as well as a review of relevant college policies and procedures.

C. ADJUNCT OBSERVATIONS AND EVALUATIONS

Deans/directors or their designees should complete an [Adjunct Observation Form](#) when they observe adjuncts as specified in [Board Policy 05-18](#). Following the conference on the adjunct observation, adjuncts should sign the observation form and receive a copy for their records. Adjuncts should also receive a copy of the results of the [student evaluations](#) for their review.

D. ADJUNCT LOAD

Adjuncts may teach no more than 10 contact hours during a major term, including express sessions. They may teach no more than 4 contact hours in A or B session or 8 contact hours during A and C or B and C. Any non-teaching clock hour assignments (such as learning commons tutoring) must be included in total hours worked such that total hours per week do not exceed 24 hours. Clock hour adjuncts may teach no more than 24 clock hours weekly during any week in any term, including non-teaching assignments.