ADJUNCT INSTRUCTORS EMPLOYMENT PRACTICES

A. Definition

Instructors: Individuals hired to teach on a temporary as needed basis at an hourly rate within a range established by the Board. Any one such appointment shall be made on an unlimited basis. Thus, an instructor may teach for any number of semesters as needed, but each such appointment is for no more than one semester in length. Instructors are subject to the terms of their appointment and have no benefits except those provided by law. Instructors are often referred to as “adjuncts” or “part-time faculty.”

B. Job Description

A complete list of responsibilities of adjunct instructors is found in Appendix C-10.

C. Recruitment and Selection

1. Department chairs, under the supervision of the division deans, recruit and recommend the appointment of instructors within their instructional areas.

2. In selecting individuals to recommend for appointment, department chairs conduct personal interviews of candidates and review transcripts and resumes.

3. Generally, instructors teaching Career and Technical Education (CTE) courses must have appropriate Colorado CTE credentials. In general, instructors assigned to teach courses in academic program areas must have a Master’s degree in the subject area.

D. Professional Development

The Vice President for Educational Services develops and maintains an adjunct instructor handbook that provides information about the College, academic policies and procedures, instructional support services, and emergency procedures. All new instructors are invited to attend orientation. Department chairs provide direction and assistance to instructors within their departments. Instructors are invited to attend department and divisional faculty meetings and to participate in professional and staff development activities in the College.

E. Evaluations

1. Department chairs conduct a classroom evaluation of each instructor annually for the first three years and then once every three years at a minimum. The written evaluation is signed by the department chair, the instructor, and the division dean.

2. Student evaluations are administered in all classes taught by the instructor each semester. Numerical scores and narrative comments are distributed to the instructor at the end of the semester.

3. Department chairs/individual designated by the Dean will complete a summary evaluation (page 1, section B, of the Adjunct Faculty Evaluation form) at the end of each college year for all adjunct faculty. This evaluation will be signed by the department chair/designated.
individual and the division dean, then by the faculty member. The original copy is forwarded to HR along with any required documentation.

F. Workload

a. The maximum teaching load in most cases (classroom, on-line, or hybrid) for an instructor for a semester is 80% of the credit hour teaching assignment of a full-time faculty member in the department in which the instructor is teaching.

b. If an instructor provides additional services to the College, such as advising or course development, that instructor will be appropriately compensated, not to exceed a total workload (including teaching) of 20 hours per week. Payment for the additional hours not associated with a class will be at one-half the current standard teaching rate.

Example: An adjunct English instructor teaching one three credit hour course has three classroom contact hours per week and can work up to 17 additional hours in the Writing Center, or another non-classroom assignment at the college.

G. Employment Records and Files

The Director of Human Resource Services maintains an employment file for each instructor hired by the College. These files contain a resume, official transcripts, appropriate certificates and licenses, I-9 form, Familial Relationship form, Workers’ Compensation form, Drug-free Workplace Act of 1989 form, Loyalty Oath form, PERA membership form, employee record card and a W-4 form.