

Adjunct Faculty Conditions Of Employment

1. Adjunct Faculty are assigned on a semester basis. Employment is contingent upon sufficient enrollment in the course(s) to which you are assigned. The College may assign or reassign a full-time or adjunct faculty to teach any course in the College. If an adjunct faculty member is assigned, reassigned or an assignment is cancelled, the employee will be notified.
2. Adjunct Faculty, by accepting employment, agree to abide by all of the rules, regulations, policies and procedures of the College in effect or as may be adopted during the term of employment.
3. Adjunct Faculty are expected to meet all of the College's requirements including office hours, time schedules, completion of all rolls and grades, curriculum management and student development.
4. Adjunct Faculty agree that qualifying credentials according to SACS guidelines have been submitted.
5. Adjunct faculty are expected to complete "4" hours of professional development each school year.
6. If you accept an assignment and are unable to meet class for any reason, the Instructional Administrator must be notified at least eight (8) hours before the start of the class.
7. Adjunct Faculty do not have priority over other applicants to be hired as a full-time instructor.
8. Employment may be cancelled by you, or cancelled by the College for reasons of professional incompetence, misconduct, violation of College policies and procedures or otherwise unsatisfactory service. Two weeks written notice shall be given by either party, if possible.
9. The College reserves the right to change, alter or amend its policies and procedures.

Please check, if English is your primary language spoken in the classroom.

Adjunct Faculty are expected to comply with **House Bill 638** which ensures that college credit courses (other than foreign languages courses) are taught in the English language. Please answer the following question: Is English your primary language spoken in the classroom? Yes No. If English is not your primary language, **House Bill 638** requires you to pass the "Test of Spoken Language" of the Educational Test Service. <http://www.ets.org/srchfrm.html>.

Print Name

Last 4 digits of SSN

Signature

Date