
	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to outline the process for credentialing adjunct instructors to teach one or more disciplines at the College.

Procedure

- A. The definition of “instructional supervisor” in this APM is understood to be the dean, associate dean, department chair, instructional program manager, program manager, director or other party who is responsible for the budget area to which the position is assigned.
- B. The instructional supervisor will review the potential instructor’s credentials and qualifications to ensure they meet the requirements as outlined in the College’s faculty credentialing matrices. If the instructor meets the requirements the instructional supervisor will complete the Application for Faculty Credentialing. In those instances where the instructor does not meet the requirements an exception may be granted if it is deemed they have the appropriate competence and experience to teach the course(s). Such exceptions require approval from the Associate Provost, Associate Vice President and/or the Provost/Vice President of Academic Affairs.
- C. Potential adjunct instructors must submit official transcripts, from all degree granting institutions, and verification of work experience, as applicable, directly to the instructional supervisor.
- D. Instructors who are required to have an occupational license or certificate must also submit a valid original or a certified true copy of the license or certificate to the instructional supervisor.
- E. The instructional supervisor must collect all application materials, complete and sign the Application for Faculty Credentialing and forward the application and associated documents to the appropriate associate dean or dean for review, signature and delivery to the Associate Provost or Associate Vice President.
- F. The Associate Provost or Associate Vice President will review, sign and forward the approved application to the Office of Human Resources. In those instances where an exception to the credential requirements is requested approval from the Provost/Vice President of Academic Affairs may also be required.
- G. The Office of Human Resources will review the Application for Faculty Credentialing and, if all requirements defined in the faculty credentialing matrices have been met, will authorize the request for certification. If it is determined the instructor meets the requirements, but the submitted credentialing packet is incomplete, the Office of Human Resources will notify the instructional supervisor what additional information is needed. If the Office of Human Resources determines the instructor does not meet the requirements outlined in the faculty credentialing matrices, the request will be denied.

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H. Information on approved adjunct instructors will be entered and stored in the credentialing database and Instructor/Advisor Table.

REFERENCES: F.S. 1001.64, 1001.65, 1012.56, 1012.855, 1012.86, SBE Rule 6A-4.001, 6A-4.004, 6A-4.0051, 6A4.008

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