

SECTION: Personnel Policies and Procedures / Letters of Appointment
SUBJECT: Letters of Appointment/Full-time, Part-time & Substitute Instructors
SOURCE REFERENCE: Board of Trustees Policy 603.01

NUMBER: F/3.1

Letters of Appointment – Full-time

Full-time faculty Letters of Appointment are for a semester or nine months. Summer employment for faculty is determined by student need. Letters of Appointment for administrative and support personnel are for the period September 1 through August 31, unless otherwise specified. Written Letters of Appointment are issued prior to the beginning of the employment periods covered by the Letters of Appointment. (**See F/3.1-A**)

Letters of Appointment - Part-time

Applications are accepted on a continuous basis for part-time employment. Credentials are evaluated by academic directors/division chairpersons to determine qualifications. Part-time instructors must meet the minimum qualifications set forth by the College, Alabama Community College System, and the Southern Association of Colleges and Schools Commission on Colleges. (**See F/3.1-B for “Instructor Credentials Form”**.) Final determination of instructor qualification will be made by the appropriate Dean. Recommendations for employment move from academic directors/division chairpersons to the appropriate Dean to the President. Neither tenure nor seniority is attained through part-time employment. Employment and Letters of Appointment are on a semester-to- semester basis.

Academic directors/division chairpersons are responsible for orientation relating to course syllabi and objectives, grading standards, and other instructional policies and procedures. Orientation relating to general institutional policies and regulations is the responsibility of academic directors/division chairpersons and center directors or coordinators. Supervision of instruction is the responsibility of academic directors/division chairpersons working closely with the center director, and/or evening coordinators.

Part-time instructors are evaluated each semester through use of student assessment of instruction forms. Summary copies are retained by academic directors/division chairpersons.

Letters of Appointment Substitute Instructors

Substitute instructors shall be paid on an hourly or prorated basis consistent with the prevailing part-time salary rate. All substitute instructors are employed by the President, based upon the recommendations of academic directors/division chairpersons and the appropriate Dean. Substitute instructors are required to have the same qualifications as regular full-time instructors.