

Section: GENERAL INFORMATION  
Subject: New Adjunct Instructor Orientation  
Number: HR 3205

I. Institutional Regulations

New Adjunct instructors teaching credit courses should attend a new Adjunct instructor orientation within the first 2 semesters of teaching, not counting Summer term. If they fail to do so, adjuncts should not be rehired until they complete the orientation. Orientation may be waived for Adjunct instructors who meet one of the following criteria:

- A. Employed by DMACC as an Adjunct instructor prior to Fall 1988;
- B. Formerly employed by DMACC as a Regular instructor.
- C. Licensed high school instructor teaching dual credit courses in their regular high school.

II. Procedure

- A. New Adjunct instructor orientation shall be held at the beginning of Fall and Spring terms on each campus.
- B. Human Resources shall keep a record of the attendees as well as those for whom the orientation is waived.
- C. Adjunct instructors completing the orientation shall be paid for attending.
- D. Departments and/or campuses may also conduct additional orientation meetings for Adjunct instructors.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002

Revised: December 1, 2003  
November 1, 2008  
November 1, 2009  
October 1, 2014