

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Employment – Temporary – Adjunct Instructors	<u>Number</u> 403
Related Policy:	Adjunct Contracts – 6Hx20-4.009	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a means of employment for actual short-term or emergency assignment which will terminate on a given date.

**II. Procedure**

Adjunct Instructors

- A. Advertising for adjunct appointments can be done by writing a memo to the Director, Human Resources.
- B. When an adjunct instructor is selected, an electronic contract of adjunct employment is completed by the supervisor of the department. If the adjunct instructor is a new hire, he or she must complete proper application, criminal background check, and payroll materials in the hiring department for processing by the Human Resources Department.

Responsible Official:	Director, Human Resources
President's Signature:	Date: 02/21/2017

