



**Policy No. 3-39**

**Subject: Adjunct and Dual Enrollment Faculty In-Service**

Last Revised: 05/04/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Human Resources	Deans of Academic Divisions	Vice President of Instruction and Student Services	

**I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) that adjunct faculty, including dual enrollment faculty, will participate in an in-service program at their appointment or reappointment.

**II. PERTINENT INFORMATION**

- A. Adjunct faculty represent an integral component of VHCC's academic programs. The College depends upon the expertise of these individuals to broaden the scope of its academic offerings.
- B. While not exclusively, many of VHCC’s Dual Enrollment faculty are adjuncts, and the distinct nature of their instruction to students still in high school warrants additional training and resources.

**III. DEFINITIONS**

- A. Adjunct Faculty: designated individuals employed to teach less than a full load on a semester-by-semester basis.
- B. Dual Enrollment: College courses taught by qualified faculty to students still in high school for which schools may choose to give high school credit.
- C. Dual Enrollment Faculty: faculty, either full-time or adjunct, who teach Dual Enrollment courses.
- D. Full-time Teaching Faculty: designated individuals employed in classroom instruction at VHCC.

**IV. GENERAL GUIDELINES**

- A. The procedure outlined in the Appendix, Section VII, gives guidelines for the orientation program.

**V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

## **APPENDIX**

### **VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. SACSCOC Standard 6.3: The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of faculty members, regardless of contract or tenure status.
- B. SACSCOC Dual Enrollment Policy Statement.

### **VII. OPERATING REQUIREMENTS**

- A. All adjunct faculty will receive a copy of the Adjunct Faculty Guidelines at their appointment or reappointment. All dual enrollment faculty will receive a copy of the Dual Enrollment Faculty Guidelines at the beginning of the school year. These documents are prepared by the Vice President of Instruction and Student Services or designee and updated annually. They contain information concerning College services, faculty responsibility, and general information.
- B. All adjuncts and dual enrollment faculty should thoroughly read their respective document and become familiar with the location of various offices and services. An in-service, with the dean or designee, is provided for new adjunct or dual enrollment faculty. Special circumstances or initiatives may dictate alternative in-service as appropriate.
- C. Adjunct and dual enrollment faculty will utilize online professional development resources as provided by VHCC.
- D. Full-time faculty coordinate teaching efforts and provide guidance for departmental adjunct and dual enrollment faculty.