IMPORTANT NOTICE TO IRSC ADJUNCTS

To: IRSC Adjuncts

From: Sheilla Daniels, Associate Dean of Human Resources
Dr. Anthony Iacono, Associate Dean of Developmental Education

Copy: Instructional Vice Presidents, Instructional Deans, Department Chairs

Date: August, 2010

Re: Discontinuance of Adjunct Annual Contracts

Effective with the 2010-2011 Academic Year, Indian River State College has instituted a paradigm shift away from the issuance of Annual Contracts for Adjunct Faculty.

In order to teach for the college, adjuncts must continue to hold a valid Certification toward their instructional discipline areas. The Indian River State College Certifications are issued for five year periods, and remain subject to credentialing standards being met and approved before renewals of a Certification may take place.

Effective this academic year, a current Certification and an executed “Adjunct Assignment Terms and Conditions” acknowledgement form are the required documents to be on file in Human Resources. Both documents are necessary for an adjunct to maintain their active assignable status in the college adjunct pool. Neither the Certification, nor the referenced Acknowledgement Form, indicate at any time an assurance of selection for assignment with subsequent employment.

The “Adjunct Assignment Terms and Conditions” acknowledgement form will be required of all existing certified adjuncts, regardless of how long they may have held an active Certification from the college.

Currently Certified Adjuncts will receive the acknowledgement form in the mail directly from the Human Resources Department during the week of September 6th. It is imperative that it be signed and returned promptly.

Questions may be directed to Ms. Brenda McKenzie, HR Employment Supervisor, at 772-462-7283.