INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY RECERTIFICATION PROCESS

1. Adjunct Faculty member communicates with Instructional Dean to document activities supporting currency in the teaching discipline and/or enhancement of teaching skills at the end of each 5-year period.

2. Vice President of Instructional Services (VPIS) Office sends the Adjunct Faculty member a letter one year in advance to notify that their Certification will expire in one year & providing instructions to apply for Re-Certification. An Application for Re-Certification form is included. The appropriate Instructional Dean(s) and Department Chair(s) are copied on this notification.

3. Adjunct faculty assemble documentation supporting currency in the teaching discipline and/or enhancement of teaching skills and submit completed Application for Re-Certification and supporting documentation to the appropriate Instructional Dean.

4. Instructional Dean reviews the Application for Re-Certification and supporting documentation. Provided these items satisfy IRSC Re-Certification standards and guidelines, the Instructional Dean signs approval of the Application for Re-Certification and forwards it (only) to the VPIS Office. If the documentation and/or professional development activities do not satisfy IRSC standards and guidelines for Re-Certification, the Instructional Dean works with the Adjunct Faculty member to address any deficiencies.

5. Instructional Dean maintains Re-Certification documentation on each Adjunct Faculty member to demonstrate compliance with SACS/IRSC policies.

6. VPIS issues Re-Certification, sends renewed Certificate with letter to the Adjunct Faculty member, and provides Human Resources with a copy of the new Certificate to be maintained in the Adjunct Faculty member’s Certification file.

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