



NO. 2003 ADJUNCT AND SPECIAL CONTRACTS

1.0 ADJUNCT CONTRACTS

- 1.1 Division offices are responsible for initiating all adjunct contracts in accordance with timelines specified by Human Resources.
- 1.2 For initial hire, adjuncts must apply for available positions using the online employment system.
- 1.3 Division offices assign newly hired and continuing adjuncts to classes and sections.
- 1.4 The Vice President for Academic Affairs or a person with the signature authority of the Vice President for Academic Affairs must sign all adjunct contracts. In the absence of such signature, the contract is not valid.
 - 1.4.1 The Vice President for Academic Affairs must approve in writing any adjunct course load in excess of that specified in Policy No. 4007.
 - 1.4.2 Both Deans and the Vice President for Academic Affairs must approve in writing any adjunct teaching outside the initiating division.
 - 1.4.3 Other exceptions to the adjunct faculty member's employment must be requested in writing and approved in writing by the Vice President for Academic Affairs before the individual can be hired.

2.0 SPECIAL CONTRACTS

- 2.1 Special contracts are contracts for employment services of an individual on a temporary basis for a specified period of time.

Adopted as OCCC Administrative Procedure: January 2, 1991
Revised and Renumbered: July 1, 2007
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