

FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Employment of Instructional Personnel

NUMBER: 6Hx12:7-02

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Appropriate Academic Vice President

OTHER: State Board of Education Rule
6A-14.041
Florida Statute 1012.855

DATE: See History Below

It is the policy of the District Board of Trustees that all instructional personnel are required to meet the criteria for employment as established by the Board prior to employment with the College.

History: Adopted: 1/11/83; Effective: 1/11/83; Revised: 7/14/87; 4/12/88; 11/14/95; 6/9/98, 5/19/03

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PROCEDURE

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RESPONSIBILITY: Appropriate Academic Vice President

NUMBER OF RELATED BOARD POLICY: 6HX12:7-02

In accordance with policy 6Hx12:7-02, all instructional personnel accepting employment at Florida Gateway College are committing themselves to be guided by the Florida Gateway College Philosophy and Mission. It shall be the responsibility of the applicant to provide transcripts, references and/or verification of work experience, as appropriate, to certify that the minimum criteria for employment have been met. The minimum criteria for full and part-time employment shall be :

A. Transfer Programs

1. Have a Master's Degree

AND

2. Have 18 graduate semester hours in the teaching discipline.

OR

3. Demonstrate outstanding professional experience and exceptional contributions to the teaching discipline with appropriate documentation.

B. Non-transfer Programs

1. Degree Programs

Have a Bachelor's degree and two years of appropriate experience or an Associate's degree and five years of appropriate work experience in the discipline to be taught

2. Non-degree Programs

- a. Meet any existing minimum requirements for instructors as specified by the State Board regulating that occupation for the State of Florida

OR

- b. Have an Associate's Degree and at least five years of appropriate experience

OR

- c. Have a Bachelor's Degree and two (2) years of appropriate work experience

C. Adult Education

1. Must have a Bachelor's degree.

D. Non-credit courses:

Certification of teaching credentials for faculty of non-credit short courses shall be the responsibility of the Vice President of Occupational Programs. Certification of previous education, training and employment may be required. When teaching courses for certification or recertification purposes, the same criteria required by external certifying agencies shall be followed.

E. All Faculty

1. Directors and above shall be allowed to certify a part-time faculty member for up to one semester for one time only, with the signature of the appropriate academic Vice President. Further employment shall follow the certification guidelines.
2. No instructor will be employed for more than one semester unless all official documents supporting their education and experience are on file in the Department of Human Resources.