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## **FPD Quick Guide – Adjunct Faculty**

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*Adjunct faculty must complete a minimum of **one-third of their LHE in Standard 1**. This requirement may be completed through any of the identified Standard 1 – Faculty Academy training events listed in the calendar.*

Adjuncts may also obtain Standard 1 – Faculty Academy credit for attending Division/ Discipline Meetings, faculty orientation, serving on campus committees, or writing CORs or OCs. Attendees of Division/Discipline meetings must provide attendance verification by including a copy of the Division/Discipline meeting minutes.

Adjunct faculty may also gain credit by participating in live monthly webinars presented on [www.nisod.org](http://www.nisod.org) in addition to program events specified as Standard 1. All participants of the online opportunity must attach a completed Online Supplemental Form with submitted Professional Development Contract.

### **Professional Development Hours for Classroom Adjunct Faculty**

For instructional adjunct faculty, the professional development obligation per semester is equal to lecture hour equivalents (LHEs). This information can be found on provided load sheets. Adjunct Faculty must complete one-third of their total LHE for each semester in Standard #1. All remaining hours may be satisfied in Standards 2 through 3.

### **Professional Development Hours for Non-Classroom Adjunct Faculty**

Non-classroom adjunct faculty are required to perform a minimum of three (3) professional development hours per semester from Standard 1 – Faculty Academy training events. Additional hours are optional (*compensated development hours may not exceed the average number of hours worked per week or a total of 21 hours per semester, whichever is less*). Non-Classroom Adjunct Faculty completing their full obligation for the semester must submit compensation requests on the final time card of the semester.

### **FPD Accountability Requirements for Adjunct Faculty**

Adjunct faculty are on semester employment contracts, so they must report their hours attended at the end of each semester.

If an adjunct faculty member who teaches in the fall exceeds his/her/their number of required professional development hours for that semester, the additional hours may be applied to the spring semester. Faculty should indicate this as carry-over via an external event in the Spring semester. Excessive hours accumulated in spring may not be retroactively applied to fall or carried over to the following academic year.

### **Due Dates for Adjunct FPD Reporting**

Faculty Professional Development record keeping is changing and there are new work flows and terminology to go with these changes.

There is no longer a 'contract' that needs to be completed at the beginning of the semester. Instead, deans will be able to check using reports at any time to see the progress of faculty throughout the semester and year.

Adjunct faculty will enter the events they plan to attend in the Fall semester prior to the 5th Monday of the Fall semester and they will ensure their events attended are correct prior to the 14th Friday of the Fall semester.

Instructors will enter the events they plan to attend in the Spring semester prior to the 5th Monday of the Spring semester and they will ensure their events attended are correct prior to the 14th Friday of the Spring semester.

Deans can run reports at the beginning of the semester to ensure faculty have entered their planned events and at the end of the semester or AY to ensure attendance.

Self-reporting of attendance is handled by checking in/signing in at each event.

Please go to the Technical Training Canvas shell, FPD Module, to find more information and training videos for Cornerstone.