



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Reinstatement of Part-Time/Adjunct Instructors	
Page 1 of 1	Implementing Procedure For Policy # 6.00
Date Approved: 12/15/01	Division: Human Resources

Purpose: To implement procedures for reinstatement of Part-Time/Adjunct instructors.

1. If an instructor has worked for the College within the past two years, he/she may be reinstated on a term-by-term basis using the spreadsheet method. No Personnel Action Form (PAF) will be required.
 - a. The Personal Change Form will need to be completed if there is an address change/name change for the instructor.
 - b. The W-4 form will need to be completed if the instructor needs to change the number of exemptions for tax purposes.

2. If an instructor has not taught during the previous two (2) years then a Personnel Action Form (PAF) will be required.
 - a. Rate of Pay: The instructor will be reinstated using the rate of pay he/she received during the last appointment.

3. If an instructor has not taught for CF during the previous two (2) years and is being reinstated and/or the instructor has obtained additional degrees, certifications, or work experience that will affect the rate of pay, the following steps are necessary:
 - a. A Personnel Action Form (PAF) and new application form will need to be completed.
 - b. An updated I-9, with proper identification attached, will need to be completed and filed with Human Resources if the instructor is not a U.S. citizen.
 - c. The instructor will need to verify with Human Resources that all other required documents are in his/her personnel file. (Example: Drug statement, verification of employment forms, transcripts, etc.)

Vice President, Administration and Finance

Date

Approved by President

Date