

**INDIAN RIVER STATE COLLEGE  
APPLICATION ADDENDUM  
ADJUNCT FACULTY TERMS AND CONDITIONS  
ADJUNCT APPLICATION ACKNOWLEDGEMENT FORM**

Applicant Adjunct Faculty Name (First, Last, MI): \_\_\_\_\_

I have read, attest to understanding, and agree to cooperate, comply and/or abide by the following terms and conditions:

- Adjunct Faculty are part time, temporary (not part-time permanent) instructors;
- Adjunct Faculty possess no guarantee of employment at any point in time;
- Adjunct Faculty are subject to and governed by the “At-Will” employment laws of the State of Florida;
- IRSC Instructional Certification does not intend, imply or guarantee any assurance of selection for assignment to work;
- Execution of this Adjunct Faculty Terms and Conditions Acknowledgment does not intend, imply or guarantee any assurance of selection for assignment to work;
- An initial assignment upon qualifying for an instructional Certification is neither implied, intended nor guaranteed;
- Initial assignments require completion of specific employment forms as directed by Human Resources.
- Adjunct Faculty who become assigned are employed for specific terminal “Assignment/s” with end dates;
- Neither continuance, replacement, nor substitution of an Assignment beyond any given end date is implied, intended or guaranteed;
- Adjunct Faculty do not carry seniority rights, nor does tenure with IRSC apply;
- Should it become necessary to interrupt an assignment in progress by either the College or the Adjunct, the faculty member will be paid to the date of interruption on a pro rata basis;
- Attendance of at least one Adjunct Faculty Orientation per academic year is required;
- Adjunct faculty may be required to visit the Main Campus, Branch Campuses and/or the Human Resources Department specifically, for Professional Development reasons and/or other college business;
- While the college assumes the background check costs for Federal and State agency processing fees, the Adjunct Faculty are required to pay the processing fee applicable to their fingerprinting.

**It is the Adjunct’s responsibility to immediately contact the Human Resources Department** upon notification from an academic area, or any department, that an assignment is being offered. The purpose of this contact requirement is to fulfill the Adjunct’s obligation to cooperate and facilitate ensuring that all Federal, State and Institutional employment documents are current and on file in proper order. Failure to do so may cause legal compliance and audit issues, as well as pay processing delays for the Adjunct.

\_\_\_\_\_  
Adjunct Faculty Signature

\_\_\_\_\_  
Date

Human Resources Contact Number: 772-462-7280 or 772-462-7283

Mailing Address: Indian River State College, HR Dept., 3209 Virginia Avenue, Ft. Pierce, FL 34981