



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Thomas R. Bice
State Superintendent of Education

March 31, 2016

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of Education

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MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice ^{TB}
State Superintendent of Education

RE: Adjunct Instructors

At the January 14, 2016, Alabama State Board of Education meeting, the Alabama State Board of Education adopted a resolution to allow for the use of adjunct instructors in academic and career and technical education courses in Alabama's K-12 schools. Since that time, there have been many questions surrounding the use of adjunct instructors. The questions are addressed below:

1. Are adjunct instructors going to replace full-time teachers?

Adjunct instructors are not going to replace full-time teachers. Adjunct instructors may be used when there is a need for a specific area of expertise. Adjunct instructors must work under the guidance of a mentor teacher who will be designated as the teacher of record. In addition, adjunct instructors may only be employed half-time or less and are not eligible for benefits.

2. What if a Local Education Agency (LEA) wants to employ the adjunct instructor on a full-time basis?

An adjunct instructor cannot be employed on a full-time basis. If the LEA wants to employ the person as a full-time teacher, the person must hold proper certification. The Educator Certification Section should be contacted for information pertaining to alternative certification and/or career and technical education certificate approaches.

3. How is "less than half time" defined?

An adjunct's employment is limited to less than half of the time that teachers are expected to be at school and teaching on a typical school day. If an adjunct is employed to teach in more than one school, the total employment time cannot be more than half of the time that teachers are expected to be at school and teaching on a typical school day in either of the schools where the adjunct is employed.

4. Will certification be required for an adjunct instructor?

To assure that background clearance documentation is received, an Adjunct Instructor Permit will be required. The application for the Permit is attached.

5. Will the grades given be credible?

The grades given should be credible if the adjunct instructor is working under the guidance of a mentor teacher who is designated as the teacher of record.

6. Will grades given be accepted through the Alabama High School Athletic Association (AHSAA) and National Collegiate Athletic Association Clearinghouse?

Under the AHSAA rules, any credit earned toward a student's graduation requirements that is approved by the State Board of Education and the Alabama State Department of Education would be in accordance with AHSAA Academic rules. With regard to National Collegiate Athletic Association Clearinghouse, an official response will be forthcoming.

7. If an adjunct instructor is working under a mentor teacher who is designated as the teacher of record, how does that help the LEAs with the teacher shortage?

It should help to have an individual who can teach courses for which a full-time teacher is not available.

8. What is the impact on the LEAPS report and scheduling?

For financial reporting, the object code 107 Adjunct Teacher is to be used for adjunct instructors beginning with the 2016-2017 school year. For schedules, a new staff role for Part-Time Adjunct Instructor has been created and will be required for adjunct instructors beginning with the 2016-2017 school year.

9. Will state funding be provided for adjunct instructors?

State funding will not be provided for adjunct instructors.

My hope is that these responses will clear up some misconceptions and answer pending questions regarding the use of adjunct instructors.

TRB/SWP/SHC

Attachment
cc: Chief School Financial Officers
FY16-2052



**ALABAMA STATE DEPARTMENT OF EDUCATION
EDUCATOR CERTIFICATION SECTION
5215 GORDON PERSONS BUILDING
POST OFFICE BOX 302101
MONTGOMERY, AL 36130-2101
Telephone: (334) 353-8567 E-mail: www.alsde.edu/EdCert**

This section must be completed by the employing Alabama school system or nonpublic school.	
School System Code:	___ - ___ - ___
Nonpublic School Code:	___ - ___ - ___ - ___ - ___ - ___

APPLICATION FOR AN ADJUNCT INSTRUCTOR PERMIT

This application is to be completed for individuals seeking an Adjunct Instructor Permit and submitted by the employing county/city superintendent or administrator of an eligible nonpublic school directly to the Educator Certification Section. Application forms and supporting documents are not accepted by fax or e-mail.

A \$30.00 NONREFUNDABLE application fee is required. The fee must be paid by cashier's check or money order made payable to the Alabama State Department of Education or through the Alabama State Department of Education Educator Certification Online Payment System, with a major credit card, at www.alabamainteractive.org/education (a \$4.00 transaction fee will be applied). **Neither personal checks nor cash will be accepted.** The cashier's check, money order, or copy of the receipt verifying the confirmation number for the online payment must accompany the application packet. Permits cannot be continued until the year they expire.

Applicants applying for an Adjunct Instructor Permit **who have not been cleared** by both the Alabama State Bureau of Investigation (ASBI) and Federal Bureau of Investigation (FBI) through the Educator Certification Section are required to be fingerprinted for a criminal history background check through the ASBI and FBI. Instructions regarding the fingerprinting process through Cogent Systems may be obtained at https://www.cogentid.com/al/index_adeNew.htm or by calling (866) 989-9316 (toll free). Applicants may verify whether their ASBI and FBI criminal history background check has been completed and whether they are suitable and fit to teach under state law at <https://tcert.alsde.edu/Portal/Public>.

The Educator Certification Section is unable to determine eligibility for an Adjunct Instructor Permit until this completed application, the required \$30.00 nonrefundable fee, and background clearance have been received.

The Adjunct Instructor Permit:

1. Allows an individual to be employed only as an adjunct instructor on a half-time or less basis and the individual is not be eligible for benefits.
2. Is valid for **three** scholastic years.
3. Is **not** an alternative, emergency, or Professional Educator Certificate.
4. **Can** be reissued upon expiration at the request of an employing county/city superintendent or administrator of an eligible nonpublic school.

I. PERSONAL DATA (TYPE OR PRINT LEGIBLY, USING BLACK INK, WHEN COMPLETING THIS FORM):

Title (e.g., Mr.)	First	Middle	Maiden	Last	Suffix (e.g., Jr.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street/Apt./P.O. Box/Route and Box		City		State	ZIP Code
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>
Cell Telephone	Home Telephone	Work Telephone	E-mail Address		
()	()	()	<input type="text"/>		
Social Security Number	Date of Birth (mm-dd-yyyy)	FOR STATISTICAL PURPOSES ONLY			
- -	- -	Ethnic Origin (choose one)		Race (choose one or more, regardless of Ethnicity)	
		<input type="checkbox"/> (01) Hispanic Latino <input type="checkbox"/> (02) Not Hispanic Latino		<input type="checkbox"/> (01) White <input type="checkbox"/> (02) Black or African American <input type="checkbox"/> (04) American Indian or Alaska Native <input type="checkbox"/> (05) Asian <input type="checkbox"/> (08) Native Hawaiian or Other Pacific Islander	
		Gender (choose one)			
		<input type="checkbox"/> (F) Female <input type="checkbox"/> (M) Male			

II. DECLARATION

A. CITIZENSHIP OR NATIONAL STATUS (Per Alabama Act No. 2011-535, as amended by Alabama Act No. 2012-491)

- Yes No I declare that I am a citizen of the United States; **OR**
 Yes No I declare that I am an alien lawfully present in the United States.

I understand that if at any time it is determined by the Alabama State Department of Education that I am not lawfully present in the United States, the Alabama State Department of Education will deny this benefit or will terminate this benefit.

I understand that in accordance with Ala. Code 1975 § 31-13-7 (h) "Any person who knowingly makes a false, fictitious, or fraudulent statement or representation in a declaration executed pursuant to subsection (g) shall be guilty of perjury in the second degree pursuant to Section 13A-10-102."

B. PROFESSIONAL STATUS AND CRIMINAL HISTORY INFORMATION

Check "yes" or "no" for each question below. "YES" responses require an attached explanation and any additional supporting documentation (e.g. court certified copies of judgment, conviction, and sentencing).

READ CAREFULLY

- Yes No Have you ever had any adverse action (e.g. warning, reprimand, suspension, revocation, denial, voluntary surrender) taken against a professional certificate, license or permit issued by an agency **other than the Alabama State Department of Education**?
- Yes No Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency **other than the Alabama State Department of Education**?
- Yes No Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
- Yes No Have you ever resigned from a position rather than face disciplinary action?
- Yes No Have you ever been convicted of, or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?
- Yes No Are you the subject of a pending investigation involving a criminal act?

I understand that I must meet all Alabama certification requirements in effect on the date the application is received in the Educator Certification Section. It is also my responsibility to keep all personal data on file in the Educator Certification Section current. I certify that all information pertaining to this application is true and correct.

FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN REVOCATION OR NON-ISSUANCE OF YOUR ADJUNCT INSTRUCTOR PERMIT.

Date

Signature of Applicant

III. TO BE COMPLETED BY THE COUNTY/CITY SUPERINTENDENT OR NONPUBLIC SCHOOL ADMINISTRATOR:

Name of LEA/Nonpublic School: _____ Name of Applicant: _____
First Last

I recommend this applicant for the Adjunct Instructor Permit in the area of (select **one** below):

<input type="checkbox"/> Agriscience Education <input type="checkbox"/> Arabic <input type="checkbox"/> Business/Marketing Education <input type="checkbox"/> Career Technologies <input type="checkbox"/> Chinese <input type="checkbox"/> Choral Music <input type="checkbox"/> Dance <input type="checkbox"/> English for Speakers of Other Languages <input type="checkbox"/> English Language Arts <input type="checkbox"/> Family and Consumer Sciences <input type="checkbox"/> French <input type="checkbox"/> General Science <input type="checkbox"/> General Social Science <input type="checkbox"/> German <input type="checkbox"/> Health Education <input type="checkbox"/> Health Science <input type="checkbox"/> History <input type="checkbox"/> Instrumental Music <input type="checkbox"/> Japanese <input type="checkbox"/> Latin	<input type="checkbox"/> Mathematics <input type="checkbox"/> Physical Education <input type="checkbox"/> Russian <input type="checkbox"/> Spanish <input type="checkbox"/> Theatre <input type="checkbox"/> Visual Arts <input checked="" type="checkbox"/> Technical Education <ul style="list-style-type: none"> <input type="checkbox"/> Advertising Design <input type="checkbox"/> Animation <input type="checkbox"/> Automotive Service <input type="checkbox"/> Aviation Technology <input type="checkbox"/> Building Construction <input type="checkbox"/> Cabinetmaking <input type="checkbox"/> Carpentry <input type="checkbox"/> Collision Repair <input type="checkbox"/> Commercial Photography <input type="checkbox"/> Computer Electronics <input type="checkbox"/> Cosmetology <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Database Design <input type="checkbox"/> Diesel Technology <input type="checkbox"/> Drafting Design Technology <input type="checkbox"/> Electrical Technology <input type="checkbox"/> Electronics Technology 	<input type="checkbox"/> Emergency and Fire Management Services <input type="checkbox"/> Engineering <input type="checkbox"/> Graphic Arts <input type="checkbox"/> Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) <input type="checkbox"/> Industrial Maintenance-Electrical and Instrumentation <input type="checkbox"/> Industrial Maintenance-Mechanical <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Legal Services <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marine Technology <input type="checkbox"/> Masonry <input type="checkbox"/> Network Systems and Computer Services <input type="checkbox"/> Plumbing <input type="checkbox"/> Power Equipment <input type="checkbox"/> Precision Machining <input type="checkbox"/> Programming and Software Development <input type="checkbox"/> Television Production <input type="checkbox"/> Welding
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I have verification of graduation from high school or the completion of an Alabama State Department of Education approved equivalent on file for the above applicant.

I understand that this Adjunct Instructor Permit, for use in the schools of Alabama, cannot be used as the basis for employing a full-time teacher. I also understand that an Adjunct Instructor may only be employed half-time or less and is not eligible for benefits.

I understand that if an Adjunct Instructor Permit is requested in an area of career and technical education business and industry certification is required for some areas.

I understand that the Adjunct Instructor Permit will not be issued for the applicant until all eligibility requirements have been met and background clearance has been received. I understand the applicant's assignment(s) must be in the area for which I am requesting the Adjunct Instructor Permit.

I understand that the adjunct instructor must work under the guidance of a mentor who will be designated as the teacher of record.