

## **ADJUNCT REMUNERATION POLICY**

**Purpose:** To define pay for Adjunct faculty for regular, dual credit, facilitator and summer teaching schedules.

### **Adjunct Remuneration for Regular (000, 100 & 200) and Online Courses (700 Sections)**

1. Adjunct pay for regular (000, 100 & 200) and online courses (700 Section) is \$800 per credit hour.
2. A minimum enrollment of eight students for lectures and six students for laboratories must be met.
3. Low enrolled classes may be taught, with approval of the division chair, on a pro-rated basis. Compensation for prorated classes will follow the payment schedule used for summer sessions.

### **Adjunct Remuneration for Dual Credit (800, 900 Sections) Remuneration**

1. Adjunct faculty will receive \$20 per student credit hour completed (example: 10 students x 3 credits x \$20 = \$600) up to a maximum of \$800 per credit per course taught.
2. Compensation per course will be capped at these levels: 1 credit = \$800 cap, 2 credits = \$1600 cap, 3 credits = \$2400 cap, 4 credits = \$3200 cap
3. If multiple sections of a dual credit or online course are offered, all students are considered part of one section for pay considerations until enrollment exceeds 50 students. Faculty teaching a section with 51 or more students will receive compensation equivalent to teaching two sections.
4. Payment for teaching will be made in the month following the receipt of final grades by the registrar.
5. The Associate Dean Administrative Support Associate will track, record and process payment request to the Business Office for the number of course completers.
6. Notification of proposed payment with course title, # of students completing course and dollar amount will be sent by the Associate Dean Administrative Support Associate to the instructor, Division Chair, Dean and Business Manager prior to payment.

### **Adjunct Facilitator Remuneration**

Adjunct faculty members assigned as facilitators will be compensated at one third the standard rate of pay for the course. Facilitators responsible for the full instruction in laboratories will be compensated at the standard rate outlined in the faculty compensation or workload policy. Pay for courses below the minimum enrollment threshold will be pro-rated according to summer session payment schedule.

### **Adjunct Summer Remuneration**

1. Summer courses will be compensated at 75% of tuition revenue per class with the maximum rate being the amount generated by 10 students.
  - a. Compensation per course will be capped at these levels: 1 credit = \$800 cap, 2 credits = \$1600 cap, 3 credits = \$2400 cap, 4 credits = \$3200 cap
  - b. Payment calculation example: (Number of students x current in- state tuition rate x .75 x credit hour = payment for the course.
  - c. Since salary is contingent on student demand and revenue generated, the final calculation will be made after the last day to drop and receive a 100% refund. The adjustment will be reflected in the July or August paycheck.
2. All on-line courses taught during the summer to those non-degree seeking (500 course) students and Dual Credit enrollment (800/900 course) students will be compensated at the rate of \$20 per student credit hour as described in the Adjunct Dual Credit Remuneration section above.

### **Definition of Section Numbers**

Sections beginning with 00X, 100 & 200 numbers are regular courses

Sections beginning with 500 numbers are non-degree seeking courses

Sections beginning with 700 numbers are online courses

Sections beginning with 800 or 900 numbers are dual credit courses