TITLE: Employment of Adjunct Faculty and Part-Time Educational Personnel

RELATED POLICY AND PROCEDURES:

- 8-2-1051 Employment of Adjunct Faculty and Part-Time Educational Personnel

DIVISION OF RESPONSIBILITY: Business and Finance and Academic Affairs

July 16, 2013

Date Approved by President Date of Last Review Date of Last Revision

DISCLAIMER

Pursuant to Section 41-1-110 of the Code of Laws of SC, as amended, the language used in this document does not create an employment contract between the employee and college. The college reserves the right to revise the content of this document, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph create any contract of employment.

Administrative Responsibilities

It is the responsibility of the Offices of Human Resources and Academic Affairs to review and revise this procedure.

Definitions

A. **Adjunct Faculty**-individuals employed on a part-time temporary basis, normally semester by semester, to perform instructional duties. Adjunct faculty are considered each semester based on the needs.
B. **Part-Time Educational Support Personnel**—individuals employed on a part-time temporary basis to work directly with students and/or faculty to facilitate the teaching/learning process.

C. **Part-Time Tutors**—individuals employed on a part-time temporary basis to assist faculty with the instructional process by working in a laboratory setting, with small groups of students, or in private tutoring sessions.

**Procedure**

**A. Guidelines for Employment**

1. Part-time faculty employed to teach courses for credit must meet the minimum training and experience requirements for the discipline to be taught as specified by the State Board for Technical and Comprehensive Education in compliance with Southern Association of Colleges and Schools faculty credentials requirements.

2. The hiring official is responsible to insure that the candidate possesses all credentials required for the position being filled. Vita credentials should include official transcripts or other appropriate documentation to substantiate the information reflected on the vita or on the application.

3. Compensation for adjunct faculty of credit curricula is determined by the following:
   a. **Rate of Compensation for Instruction**
      Compensation for instruction is determined based on the following rates established by level of academic preparation for each 15 contact hours of instruction (i.e., lecture and/or lab or clinical) provided during the term:

      | Level of Academic Preparation | Rate per contact hour |
      |-------------------------------|-----------------------|
      | Doctorate                     | $35.00                |
      | Masters                       | $31.00                |
      | Bachelors                     | $28.00                |
      | Associate/Industrial Experience| $25.00                |

   b. **Calculation of Compensation for Instruction**
      Multiply the total number of contact hours for the term by the rate.
c. Exceptional circumstances. Adjustments may be granted with the approval of the Vice President for Academic Affairs.

4. Continuing Education
   a. Group I-$10-$13: Part-time instructors who deliver personal interest and recreational courses, such as arts and crafts, general interest, hobbies, sports, etc.
   b. Group II-$11-$30: Part-time instructors who deliver occupational training programs and who have experience or credentials in the subject matter. The program coordinator determines a rate based upon experience and credentials; market rates are used when there is limited instructor availability.
   c. Group III-College employees who provide training in subject matter directly related to their regular contract.
   d. Group IV-Professionals teaching in their fields. Market rates apply with the approval of the Academic Officer.
   e. Instructors/trainers may be paid on a per student or per class basis with the approval of the Chief Academic Officer.
   f. Program coordinators may review compensation rates annually and increase them up to a level consistent with the College increase for academic adjunct faculty, if desired.
   g. In workshops or special classes within each of the above groups, instructors may be paid per student or per class with the approval of the Vice President for Academic Affairs upon the recommendation of the Associate Vice President of Continuing Education and Economic Development.

5. Tutors are employed on an as needed basis within the prescribed budget allowed by the Vice President for Academic Affairs at a maximum of $7.25 per hour for no degree, $8.00 per hour for tutors with an Associate degree, and $10.00 per hour for tutors with a Bachelor’s degree or higher. No prior approval is necessary by the Vice President for Academic Affairs.
6. Full time instructors are compensated for each overload hour taught in the technical education curriculum at the rate specified above as appropriate to their background. A maximum of 9 contact hours per week is permissible for full-time employees, not to exceed thirty percent (30%) of the employee's annualized salary.

7. Compensation for curriculum development is based on the nature of the project and total hour requirements as established up front by the Vice President for Academic Affairs, the appropriate supervisor, and the individual(s) involved.

B. Hiring Procedure

1. Division Deans, upon utilizing the above stated guidelines and interviews having been conducted, forwards the application form, completed adjunct faculty questionnaire, dual employment form (if applicable) and tentative employment agreement/contract to the Vice President for Academic Affairs.

2. The adjunct faculty member schedules an appointment with the Human Resources Office. During this appointment, the new employee package, complete with specific written instructions and containing the following is completed:
   a. Employee's Withholding Allowance Certificate (W-4)
   b. State application
   c. South Carolina Withholding Exemption
   d. Non-election of Retirement or Retirement Enrollment Form as applicable
   e. Request for Official College Transcript and Official Transcript Statement
   f. Follow-up card documenting adjunct faculty member's receiving package and the date it is returned to personnel.
   g. Employee Verification Form
   h. Drug and alcohol use statement
   i. Student loan default statement
   j. Faculty parking sticker application
   k. Request for check to be mailed

3. The Vice President for Academic Affairs submits the signed employment agreements, and applications, if new employee, for all adjunct faculty and part-time employees prior to the beginning of each semester, but no later than the first working day of the month, prior to issuance of the first paycheck, to the payroll office for further processing. If a dual employment agreement is required for
either an adjunct or a current employee of the College, see Secondary (Dual) Employment 8-2-1000.1 for the procedure which is to be followed.

4. The pay period for adjunct faculty is the 20th of the month following work completed in the previous month.

5. If a temporary employment agreement is renewed after the employee has not worked during the previous 12 month period, additional forms will need to be completed for the personnel record.

6. The Employment Agreement for adjunct faculty and other part-time personnel may be canceled due to insufficient enrollment, funding or poor performance by the adjunct faculty member.

7. Failure to submit transcripts within fourteen (14) calendar days of notification by the Human Resources Office may result in the delay in the issuing of employee’s pay check.

8. Even though they may be employed for several continuous semesters, part-time personnel are not considered permanent employees.

C. Supervisory Procedures

1. The Department Head/Academic Program Director is responsible for providing new adjunct faculty with departmental and academic information in an orientation session according to Supervision of Adjunct Faculty, Guidelines for Coordinators and Department Heads. A faculty mentor for specific courses or areas of expertise may be assigned by departments to assist in the supervision of adjunct faculty for instructional planning and assessment.

2. If necessary, classroom observation of colleagues may be scheduled. Classroom observation of the adjunct faculty member by the supervisors is scheduled throughout the semester. The Classroom Observation Instrument is used to assess classroom instruction.

3. Adjunct faculty are given the opportunity to attend professional development sessions and other faculty in-service programs appropriate for their area of teaching. Adjunct faculty are compensated at a rate of $15.00 per hour for participating in approved professional development sessions.
4. PTC’s online Adjunct Faculty Course is strongly encouraged.

5. Adjunct faculty members must include information specifying their hours of availability and location for students in the syllabus for each course they are employed to teach.

F. Distributing Information

1. Department Heads/Academic Program Directors direct current adjunct faculty to the online Faculty Handbook.

2. The Department Heads/Academic Program Directors are responsible for making sure all adjunct faculty have a current course syllabus, textbook, and any materials necessary to carry out the responsibilities prior to the first day of class.

3. Department Heads/Academic Program Directors are to invite adjunct faculty to institutional or departmental faculty development programs as appropriate.

4. The Deans of each County Campus are responsible for the distribution and return of materials to off-campus locations.