



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 8-7-1061.1

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TITLE: Supplemental Pay for Academic Administrators

**RELATED POLICY
AND PROCEDURES:** 8-7-1061 Supplemental Pay for Academic
Administrators

DIVISION OF RESPONSIBILITY: Academic Affairs and Human Resources

July 17, 2013

June 3, 2019

June 3, 2019

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 THE 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 Vice President for Academic Affairs and the Associate Vice President for Human Resources to review and revise this procedure.

Procedure

A. General Guidelines



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1. In order to take into account differences in the scope and volume of job responsibilities among the Academic Deans, Department Heads and Academic Program Directors, an approach of differential supplemental pay will be implemented that takes into account various factors which impact the scope and volume of individual job responsibilities.

Faculty serving in administrative roles will receive a reduced teaching load and a monthly supplemental pay differential. Supplemental pay differential rates are:

- Academic Deans \$360.00 per month
- Academic Department Heads \$270.00 per month
- Academic Program Directors \$226.00 per month

C. Review and Approval of Supplemental Pay

1. The Vice President for Academic Affairs/Chief Educational Officer reviews the list of faculty with academic administrative responsibilities annually and forwards the approved list to Human Resources and Payroll for action.
2. Adjustments in assigned administrative responsibilities may be made as necessary by changes in job requirements or reassignments.