

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: COMPENSATION FOR TEMPORARY
(ADJUNCT) FACULTY

POLICY
REFERENCE NUMBER: 8-2-105

DIVISION OF
RESPONSIBILITY: Human Resources Services

DATE OF LAST REVISION: June 12, 2014

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 SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM 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.

Payment for temporary (adjunct) faculty instruction shall be based on the hourly foundation (number of contact hours of the course times the hourly rate). Payment may be at a frequency consistent with the college's established payroll processing. The payment may be made in approximate equal installments over the term of the teaching agreement so long as the compensation paid does not exceed the actual hours worked at any point in time. Payment may also be in lump sum at the end of the teaching agreement.

Irrespective of the frequency of payment elected, the Chief Academic Officer, Dean of Continuing Education, or other designated instructional supervisor(s) shall certify by signature the eligibility of individual part-time faculty members for payment of compensation worked prior to payment. The certification may be in the form of individual time sheets or rosters indicating time and amounts due or the equivalent.

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The certification is to be verification that the part-time faculty member did teach the course(s) indicated for the required time established for the course(s). If the adjunct faculty members are absent during times that they have agreed to teach, the college must reduce their pay by the actual number of hours or days they were absent. The format and acceptable level of subordination and number of signatures required is at the discretion of the individual college.

Distribution of payroll checks is to be administered by personnel that are not part of the supervisory signature process outlined above*.

Each college shall prepare and maintain a schedule of such usual and customary rates for its service area, to cover all courses and/or subject matter expected to be taught prior to employment of instructors or commitment of any kind. Supporting documentation and justification for the rates of compensation shall be maintained and uniformly administered by the college.

Compensation may be provided at an appropriate hourly rate or by the course for temporary faculty participation in required pre-service and in-service programs. In order for the training time to be eligible for compensation, the training must be a uniform requirement of the college.

Compensation may be provided at an appropriate hourly rate to individual temporary faculty to acquire a specific skill or specialty through a short-term training program/workshop to facilitate delivery of course content in the same specific skill or specialty at the college. Compensation for the skill specific training time period cannot be paid until the course requiring the training has been taught by the faculty member that received the training.

*(Also see Policy No. 8-2-101, Employment Agreements and Section 15 of the State Board Fiscal Procedures Manual.)