

**Williamsburg Technical College
PROCEDURE**

SECTION B – ADMINISTRATION AND FINANCE

Title COMPENSATION FOR ADJUNCT FACULTY	Number B-20.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 2
Approval Vice President _____ President _____	Supersedes Procedure No. B-20.1 Date 5/24/10

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 AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY 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.

I. The method of determining compensation for temporary faculty members described herein applies to all temporary teaching employment, including but not limited to adult education, noncredit occupational training, special schools, craft and trade courses, curriculum courses, and full-time faculty overload computations.

II. The hourly rate described will be the rate applied to each class hour the instructor teaches and does not include preparation time or other time required in connection with the specific subject matter to be taught. Compensation for preparation time is addressed in paragraph VIII.

III. The base grade of an adjunct faculty member will be established, unless otherwise noted, by the Dean of Instruction. After determining the minimum SACS qualifications for the course to be taught and comparing that requirement to documented degree completion of the adjunct faculty member, the Dean of Instruction will place the adjunct faculty member in a base pay grade appropriate to the level of the course to be taught. In cases where significant degree completion has been accomplished or pending, or in cases where work experience may warrant degree equivalent, the President may authorize promotion to the next higher base grade:

- AF-5 = Doctoral Degree
- AF-4 = Master=s Degree
- AF-3 = Baccalaureate Degree
- AF-2 = Associate Degree
- AF-1 = Diploma/Certificate

IV. The hourly base starting rate for each pay grade is as follows:

- AF-5 = \$25.50
- AF-4 = \$23.50
- AF-3 = \$21.50
- AF-2 = \$18.50
- AF-1 = \$17.50

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- V. The Adjunct Faculty member will be evaluated when first hired to determine his/her initial pay grade (see paragraph III). Completion of subsequent degrees after first being hired moves the adjunct faculty member up one pay grade to a maximum of one grade above the minimum SACS qualifications for the course level taught. Additionally, degree completion is also worth an additional 25 points per the pay schedule shown in paragraph VII.
- VI. One point shall be awarded for each credit hour the part-time instructor teaches per semester to a maximum of 15 points per semester, and Adjunct Faculty members will become eligible for a \$0.50 an hour pay raise after each successive completion of 50 points. (NOTE: Multiple sections taught during the same time period count as one class, and points are awarded for the section with the higher credit hours.) Points are accrued at the end of the semester and are carried over to the following semester. If an instructor does not teach for three consecutive semesters, his/her point balance shall be zero. In cases where the absence was due to severe illness, etc., the Dean of Instruction may authorize the point balance be carried forward without deduction.
- VII. The hourly pay schedule for each pay grade for Adjunct Faculty is as follows:

<u>Grade</u>	<u>Base Rate</u>	<u>50 Pts.</u>	<u>100 Pts.</u>	<u>150 Pts.</u>	<u>200 Pts.</u>
AF-5	\$21.50	\$22.50	\$23.50	\$24.50	\$25.50
AF-4	\$19.50	\$20.50	\$21.50	\$22.50	\$23.50
AF-3	\$18.50	\$19.50	\$20.50	\$21.50	\$22.50
AF-2	\$16.50	\$17.50	\$18.50	\$19.50	\$20.50
AF-1	\$15.50	\$16.50	\$17.50	\$18.50	\$19.50

- VIII. Adjunct faculty members shall be compensated for preparation time at the rate of .25 hours per course taught per week. Multiple courses taught during the same time will count as one course. The formula is: (# courses .25) x (hourly rate) = Prep Time Pay Per Week.