

## 2466 - Adjunct Faculty/Full-Time Faculty Overload Compensation

~~Barton employs adjunct faculty to assist Barton achieve its instructional mission.~~

Adjunct faculty serve on an “as needed” basis and are assigned to teach in support of an existing program and/or ~~special~~ **unique** ~~instructional~~ project.

Full-time faculty ~~are offered overload teaching assignments beyond their primary teaching contracts when mutually agreed upon by the faculty member’s supervisor and faculty member. when teaching on-overload, are compensated per this procedure.~~

Barton compensates adjunct faculty ~~and full-time faculty teaching overload assignments~~ for their ~~contributions to the delivery of instruction according to the following~~ **guidelines** ~~procedure:~~

- ~~Adjunct~~ Faculty credentials are evaluated to ensure compliance with the Higher Learning Commissions Guidelines for Determining Qualified Faculty and detailed in the Faculty Qualifying Credentials document.
  - ~~Faculty~~ All ~~adjuncts~~ who meet the required qualifications or have an approved qualifying exception are paid per credit hour. There is no distinction in credit hour rate between adjunct faculty and full-time faculty members teaching overload. ~~must meet these criteria and are paid at the rate of \$660 per credit hour rate. Those teaching classes fully online receive an additional \$150 per credit hour pay for the additional work/responsibilities required of quality online learning. Applied music (vocal and instrumental) classes are offered for one credit hour and taught individually for a 50-minute timeframe once a week. Faculty members assigned to teach applied music classes receive a base pay plus payment per enrolled student. Consideration may be granted for payment differential on a case-by-case basis as approved by the appropriate Dean.~~
  - Divisions and departments are expected to offer pro-rated payment to faculty members for classes with less than the required **enrollment** minimum. ~~Faculty, with the exception of those teaching online course sections~~ **Adjunct/Overload faculty, teaching face-to-face classes,** have the right to decline pro-rated payments. **In the event a faculty member declines to teach for a pro-rated amount,** ~~this case~~ the class may be assigned to another instructor or cancelled.
  - Class minimums are established by the institution. Exceptions to class minimums will be considered on a case-by-case basis by the appropriate Dean.
  - The preceding **guidelines** ~~procedures~~ may or may not **apply** to ~~impact faculty, instructors, trainers and/or presenters~~ **hired to facilitate** ~~involved with~~ non-credit programs, 3<sup>rd</sup> party contracts, customized projects, and/or programs with scarcity of teaching resources.
- ~~1. Consideration may be granted for payment differential on a case-by-case basis as approved by the appropriate Dean.~~
  - ~~2. The payment format is managed consistently and in a fiscally responsible manner.~~

### ~~Other Adjunct Faculty Compensation Considerations...~~

#### ~~APPLIED MUSIC CLASSES~~

~~Applied music classes are offered for one credit hour and are taught as private 50-minute classes once a week.~~

**Example:** If an instructor is teaching three applied piano students, then the instructor meets with each student separately for the 50-minute lesson.

~~Adjunct faculty members assigned to teach these classes will receive a \$100 base pay plus \$150 per enrolled student.~~

~~**Adjunct Serving as a Substitute** — Substitutes for another instructor's class, when qualified in that discipline to teach that subject and when the scheduled class falls outside of the substitute's normal working hours, will be paid \$25 per hour.~~

**Contacts(s):**

Vice President of Instruction

**Related Form(s):**

**Relevant Policy or Procedure(s):** 1476-Employee Pay Schedules and Faculty Load

**Approved by:** President

**Date:** 7/28/08

**Revision(s):** 2/23/09; 7/19/12; 10/31/16; 5/25/17 (minor revision); 9/1/21 (update)