2466 - Adjunct 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 instruction project.
>
> Full-time faculty, when teaching on overload, are compensated per this procedure.

Barton compensates adjunct faculty for their contributions to the delivery of instruction according to the following procedure:

1. 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.

   All adjuncts 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.

2. Divisions and departments are expected to offer pro-rated payment to faculty members for classes with less than the required minimum. Adjunct/Overload faculty, teaching face-to-face classes, have the right to decline pro-rated payments. In this case the class may be assigned to another instructor or cancelled.

3. Class minimums are established by the institution. Exceptions to class minimums will be considered on a case-by-case basis by the appropriate Dean.

4. The preceding procedures may or may not impact faculty, instructors, trainers and/or presenters involved with non-credit programs, 3rd party contracts, customized projects, and/or programs with scarcity of teaching resources.

5. Consideration may be granted for payment differential on a case-by-case basis as approved by the appropriate Dean.

6. 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 instructors class, when qualified in that discipline to teach that subject and when the scheduled class falls outside of the substitutes 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_