

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.2.3.4
Related Policy: 3.2.3
Title: Adjunct Faculty Employment and Compensation
(Curriculum and Continuing Education)
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 06-13-2001
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Last Revision: 04-29-2020

President

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 AGENCY.

I. Curriculum Adjunct Faculty

Adjunct Faculty (part-time/temporary faculty) of the College must meet or exceed the minimum academic credentials as set forth by Horry-Georgetown Technical College(HGTC), The State Board for Technical and Comprehensive Education, The Southern Association of Colleges and Schools Commission on Colleges, and/or other accrediting agencies or boards. Employment of adjunct faculty that do not possess the minimum academic credentials must be fully justified in writing by the Vice President for Academic Affairs or designee, as described in the criteria by the Southern Association of Colleges and Schools Commission on Colleges and/or any other Accrediting Agency or Board.

The Human Resources Department maintains a pool of adjunct applicants. Supervisors needing adjunct faculty should review the applications/resumes on file in the Human Resources Department or online via the HR Applicant Tracking system. The Human Resources Department will normally advertise for curriculum adjunct faculty prior to each semester in an effort to build a pool of applicants.

For adjunct faculty teaching curriculum courses, department chairs are responsible for contacting, interviewing and recommending qualified adjunct faculty to the respective Dean. Before employment is offered, at a minimum, an unofficial copy of the prospective employee's transcript(s) must be provided to the appropriate department chair and attached to the recommendation form. Additionally, the Chairs should complete the Pre-Employment Faculty

Profile to summarize the adjunct faculty member's qualifying credentials. Department chairs will complete the Temporary Faculty Recommendation Form and forward the attachments to their respective academic dean. The dean is responsible for reviewing and concurring with the department chairs regarding the credentials of the recommended adjunct faculty and, upon approval, forwarding it to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review the recommendation, and upon approval forward the Recommendation Form and attachments to Human Resources for processing. As part of this process adjunct faculty members will be activated as HGTC employees. Payment for temporary (adjunct) faculty instruction shall be a flat rate of pay based on number of contact hours. The appropriate salary will be electronically assigned according to the Adjunct Faculty Compensation Table. Exception to the discipline based compensation table can be made only with the approval of the appropriate Dean and Vice President for Academic Affairs. Prior to payment, the Chief Academic Officer or other designated instructional supervisor(s) shall certify by signature the eligibility of individual part-time faculty members for payment of work performed. The certification must be documented and include courses taught and amounts due. In following an automated appointment is generated for the adjunct faculty member's approval.

II. Continuing Education

Adjunct faculty teaching non-credit courses must meet qualifications as specified by the supervising program manager, who is responsible for program oversight, coordination, and administration. All prospective candidates for temporary, non-credit, part-time teaching assignments must complete an official employment application and submit necessary employment documentation to the College's Human Resource Department.

The program manager is responsible for interviewing and recommending qualified adjunct faculty, along with a flat rate of pay, to the Vice President for Workforce Development and Continuing Education who is responsible for reviewing credentials of the recommended adjunct faculty and approving the flat rate of pay. Upon approval, the program manager will initiate a Continuing Education Temporary Faculty Letter of Appointment to be forwarded to the Vice President for Workforce Development and Continuing Education.

Payment for temporary (adjunct) faculty instruction shall be based on contact hours. Prior to payment, the 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 work performed. The certification must be documented and include courses taught and amounts due. In following, a letter of appointment is generated for the adjunct faculty member's approval.

A. Payroll Process

Prior to payment, 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 work performed.

The College pays all temporary/adjunct faculty on the 15th of each month and are mailed so that the employee should receive his/her payroll check by the designated date.

Temporary/adjunct curriculum faculty shall be paid in four (4) equal installments except summer term will be paid in three equal installments less any absences and holidays. Payroll checks will be mailed two (2) working days prior to the 15th of the month, less any absences.

Continuing Education temporary/adjunct faculty shall be paid in arrears on the 15th of the month, less any absences.

The Payroll Office should be informed when an employment agreement for any temporary/adjunct faculty terminates or the supervisor cancels the employment agreement. If payment is due, a copy of the employment agreement should be submitted to the Payroll Office indicating the termination/cancellation date and the amount to be paid with appropriate signatures.

Temporary/adjunct faculty shall not be paid in excess of the employment agreement amount. If changes are required, a revised employment agreement must be submitted to the Payroll Office with appropriate signatures.