

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

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

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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 Hiring Process

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. 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. Subsequently, HR will generate a Letter of Appointment for each adjunct faculty member.

Department chairs may assist the Human Resources Department in obtaining the necessary information in the temporary employment package. The package includes the following information and should be returned to the department chair or to the Human Resources Department prior to employment:

- A. Horry-Georgetown Technical College Employment Application;
- B. I-9 Form;
- C. Temporary Employee Grievance Rights Statement;
- D. Default on Certain Student Loans Statement;
- E. W-4 Form;
- F. Statement of Alcohol and Other Drug Use;
- G. SC Retirement Systems information package;
- H. Transcript Request Forms or Official Transcripts on File*
- I. Criminal Background Check Consent Form
- J. Signed employment agreement.

*This form is submitted to the respective educational institutions by the Human Resources Department. If the official transcript is not provided by the employee to the College within 30 days of the official job offer being made, the College reserves the right to end employment or discontinue further employment in future school terms.

II. Continuing Education Hiring Process

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 an hourly pay rate, to the Vice President for Workforce Development and Continuing Education who is responsible for reviewing credentials of the recommended adjunct faculty and approving the hourly 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.

A. Public Occupational Upgrading Classes (6200)

Occupational Upgrading classes are non-curriculum courses offered for professional, technical, occupation and vocational skills development or improvement that meet the Occupational Upgrading criteria and requirements as set forth by the South Carolina State Board for Technical and Comprehensive Education.

Public Occupational Upgrading classes are Occupational Upgrading classes that are advertised to, and made available for, the public. The College sets an approved tuition fee per contact hour or class for Public Occupational Upgrading classes. There are some exceptions, with some classes priced higher per contact hour and some lower.

The following Continuing Education Part Time Faculty Pay Rates apply to faculties of Public Occupational Upgrading classes that are offered to the public at the approved public tuition fees:

*Base Pay \$20 per hour

*Senior Pay \$22 per hour

*Master Pay \$24 per hour

Using the Base, Senior and Master Pay rates, Public Occupational Upgrading classes shall minimally meet 160% of all combined direct and indirect program expenses in order to be held.

Exceptions to the 160% tuition revenue policy may be made with the approval of the Vice President for Workforce Development and Continuing Education where extraordinary circumstances dictate that the class be held, or, with approval, if the class is deemed essential to fulfill certificate completion or other program completion requirements.

An advance in pay rate status may be attained only after the faculty has satisfactorily taught, or has been verified as teaching the requisite number of hours, or has been evaluated and examined by the program manager to warrant an increase in pay rate, and has been approved by the Vice President for Workforce Development and Continuing Education. Before an increased pay rate can be authorized, all adjunct faculty must have satisfactorily met the Continuing Education Division's established performance evaluation criteria as set forth in the Continuing Education Part-Time Faculty Handbook. For pay rate increases, accumulated classroom hours shall be calculated upon completion of a class. Increased pay rates shall take effect with the adjunct's next subsequent class.

Adjunct faculty having no previous teaching experience, or who cannot provide documented teaching hours at another institution, company or organization are required to begin at the base pay rate. Progression to the "senior" pay rate status requires approval by the Vice-President for Workforce Development and Continuing Education, in addition to meeting the required teaching hours and satisfactory performance evaluation. Master status may be attained after the faculty has satisfactorily taught 300 hours at the "senior" pay rate status as approved by the Vice-President for Workforce Development and Continuing Education, in addition to meeting the required Continuing Education Division's established performance evaluation criteria as set forth in the Continuing Education Part-Time Faculty Handbook.

All continuing education adjunct faculty pay rate increases, and payment above \$25 per hour require approval of the Vice-President for Workforce Development and Continuing Education.

Permanent College faculty will be paid at an hourly rate in accordance with institutional policy then in effect at the time of the non-credit teaching assignment.

B. Community Interest/Personal Interest Classes (8100)

Personal Interest classes are offered to meet the needs of the community for cultural, recreational or avocational learning experiences:

*Base Pay \$17per hour

*Senior Pay \$19 per hour

*Master Pay \$21per hour

The pay rate advancement procedure and approval for Personal Interest (8100) classes is the same as with the preceding Occupational Development (6200) classes.

Using the Base, Senior and Master Pay rates, Public Interest classes shall minimally meet 160% of all combined direct and indirect program expenses in order to be held.

In certain special instances, public courses, seminars and workshops may require a pay rate at the prevailing market rate, above Workforce Development and Continuing Education policy. Salaries and services for instructional fees in excess of \$25 per hour shall require the approval of the Vice President for Workforce Development and Continuing Education.

Contractual training programs for business, industry and government are billed at a minimum rate of \$125 per hour for instruction (texts, supplies, materials, food, etc. are billed extra). Computer contractual training programs are billed at a minimum rate of \$125 per hour for instruction. Laptop "Computers to Go" classes are billed at a base rate of \$125 per contractual hour plus appropriate fees for setting up and taking down the lab. Salaries in excess of \$25 per hour shall require the approval of the Vice President for Workforce Development and Continuing Education.

Special public and contractual programs may require a contractual agreement with an independent contractor/consultant/trainer. Course tuition fees shall be adjusted to reflect increased instructional and other program costs in order to maintain the college's 60% tuition revenue margin. Certain course provider and instructional service agreements are entered into through the purchase order policy and procedures and do not fall under the approved part-time faculty pay schedules.

When continuing education courses are to be offered at an off-campus site, the Vice President for Workforce Development and Continuing Education will evaluate the location of the course offering site considering the availability of qualified faculty in the immediate vicinity, the distance to be traveled and any other pertinent information, and will establish an amount to be added to the hourly rate of the adjunct faculty. All other payment for work to be performed (course development, travel, observation, etc.) outside of classroom or lab instruction must be approved by the Vice President for Workforce Development and Continuing Education.

C. Payroll Process

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. The Vice President for Academic Affairs' Office submits the Adjunct Faculty Absence Form to all department heads, the Evening Director and campus deans to report all absences. These forms are forwarded to the appropriate academic dean for verification with final review of the Vice President For Academic Affairs. The Adjunct Faculty Absence Forms are then submitted by the Vice President For Academic Affairs' Office to the Payroll Office by the 5th of each month.

Continuing Education temporary/adjunct faculty shall be paid in arrears on the 15th of the month, less any absences. Time Rosters indicating hours to be paid are prepared and submitted from each division and the branch campuses in the Continuing Education Division to the Payroll Office by the fifth (5th) of each month. The rosters are verified by the appropriate Program Manager/Department Head and the Vice-President for Economic and Industrial Development and Corporate Outreach.

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 additional hours are required, a revised employment agreement must be submitted to the Payroll Office with appropriate signatures.