

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE
ADJUNCT AND SUPPLEMENTAL EMPLOYMENT OF FACULTY

Date approved by cabinet: April 26, 2023

Effective date: June 5, 2023

Expiration date (5 years from effective date if not renewed): June 5, 2028

Section 1. Purpose

- 1.1. BridgeValley Community and Technical College utilizes a standardized formula for payment of adjunct faculty, full-time faculty overload and summer compensation, and non-credit instruction.

Section 2. Scope

- 2.1. This policy will be applicable to all hired adjunct faculty, full-time faculty with overload courses, and full-time faculty teaching summer courses on an adjunct basis.

Section 3. Rates

- 3.1. Classroom lecture and lab rate for adjunct faculty and overload compensation for full-time faculty are calculated based on a credit-contact hour formula as defined in the following chart:

| | | Contact Hours | | | | | | | | | |
|--------------|---|---------------|------|------|------|------|------|------|------|------|------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Credit Hours | 1 | 600 | 1080 | 1530 | 1920 | 2250 | 2520 | 2730 | 2880 | 3240 | 3600 |
| | 2 | | 1200 | 1620 | 2040 | 2400 | 2700 | 2940 | 3120 | 3240 | 3600 |
| | 3 | | | 1800 | 2160 | 2550 | 2880 | 3150 | 3360 | 3510 | 3600 |
| | 4 | | | | 2400 | 2700 | 3060 | 3360 | 3600 | 3780 | 3900 |
| | 5 | | | | | 3000 | 3240 | 3570 | 3840 | 4050 | 4200 |
| | 6 | | | | | | 3600 | 3780 | 4080 | 4320 | 4500 |
| | 7 | | | | | | | 4200 | 4320 | 4590 | 4800 |
| | 8 | | | | | | | | 4800 | 4860 | 5100 |
| | 9 | | | | | | | | | 5400 | 5400 |

- 3.2. Part-time faculty roles defined as:

- 3.2.1. Clinical Instructor - a health care professional that works directly with students in a laboratory, health, or research setting.

- 3.2.2. Clinical Oversight Reviewer – a professional by virtue of education, training and experience that can assess a student’s progress in a clinical health, laboratory, and/or research facility. This role has no instructional responsibilities.
- 3.2.3. Lab/Teaching Assistant – an aide or assistant who assists another faculty member with instructional responsibilities. A lab/teaching assistant often assists another faculty member with creating and delivering learning materials in a course or lab.
- 3.3. Part-time faculty rates (clinical and teaching assistants) are paid based on hours in clinical practice or in the classroom/laboratory setting as follows:
- | | |
|-------------------------------|---|
| 3.3.1. Clinical Rate | \$28.00 per hour |
| 3.3.2. Clinical Oversight | \$20.00 (no direct instructional responsibilities) |
| 3.3.3. Lab/Teaching Assistant | \$25.00 per hour |
| 3.3.4. Lab/Teaching Assistant | \$35.00 per hour (high-demand and/or specialized field) |

Section 4. Enrollment Minimums

- 4.1. Under normal circumstances, classes will have at least 10 students enrolled on the first day of class. Adjunct faculty, or full-time faculty with overload or summer assignments, may choose to teach a class with fewer than 10 students enrolled in which case they will be compensated proportionate to the number of students enrolled (i.e. five students would equal 5/10 or 50% of the rate). Exceptions due to teach-out or special circumstances must be approved by the Vice President of Academic Affairs.
- 4.2. Full-time faculty are compensated for summer work with the expectation that they will be available to meet with students, advise first-time and transient students and perform other duties normally associated with their courses/programs/ divisions.

Section 5. Non-Credit Instruction and Corporate Training

- 5.1 Basic rate is \$30-50 per contact hour. In instances where market demands require a higher rate, the Vice President of Academic Affairs may approve contracts up to a maximum of \$75 per contact hour.
- 5.2. Contract Courses—Negotiated Rate
- 5.2.1. Business, industries, or organizations that contract the College to develop and deliver a course specifically for their own personnel may negotiate a salary and other expenses (e.g., travel, preparation, etc.) that will be covered entirely by the sponsoring agency.

5.3. Professional Development & Technical Certifications— Negotiated Rate

5.3.1. Highly qualified person(s) for Professional Development courses or courses resulting in technical certification may be hired at fee levels commensurate with existing customs and practice in the business and industry market. Exceptions to stated rates may be approved by the President.

5.4. Travel and per diem expenses— Travel and per diem expenses will be paid based upon the established federal rates.

5.4.1. Travel and per diem expenses, where appropriate, may be included in and are only applicable to Contract Courses and Professional Development & Technical Certifications. Any exceptions made outside these agreements for unusual circumstances must be approved by the Vice President of Academic Affairs.