



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER:	PAGE NUMBER Page 1 of 2
	CHAPTER:	Academic Affairs
	SUBJECT:	Salary Schedule – Adjunct, Overload & Stipends (Not including Summer)
RELATED POLICIES:	EFFECTIVE DATE:	Updated August 6, 2008
	SUPERSESSSION:	TBD
	OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	 Dr. David Svaldi President

Adjunct, Overload & Stipend Salary Schedule (Not Including Summer)

I. POLICY:

1. Adjunct salary schedule (less than 2 semester experience at ASC):

BA Degree (with exceptional expertise)	\$500/CH
MA Degree	\$600/CH
MA + 30CH	\$800/CH
Terminally qualified	\$1000/CH
2. A market adjustment of up to an additional \$1000/course may be made based upon agreement with Provost/APAA (areas of high market demand include but are not limited to, Business & Teacher Education).
3. Adjustments based upon years of experience/semesters taught at ASC may also be negotiated. (This is not in addition to amounts in 1, but in lieu of) Suggested scale for 3 CH course is:

Experience	MA	MA +30CH	Terminal
2 semesters-18 semesters	2000(\$666/CH)	2500(833/CH)	1000/CH
20 semesters-28 semesters	2500 (833/CH)	2750(916/CH)	1000/CH

4. Overload: 3000/course limited to one per semester over average 12 CH/semester load; a market adjustment up to an additional \$1000/course may be made, based upon an agreement with the Provost/Associate Provost Academic Affairs.

II. PURPOSE:

The Purpose of this policy is to provide guidelines for adjunct/overload pay.

III. DEFINITIONS:

- A. Adjunct: An instructor teaching courses whose compensation is salary and/or fringe benefits and is contracted for one term at a time. Part-time is considered synonymous with adjunct.
- B. Overload: A specific assignment, acceptable to the faculty member and approved by the Provost/APAA, occurring within a faculty member's period of appointment, which is in excess of the faculty member's workload.
- C. Terminally Qualified: One who has obtained the highest degree in their field of study.

CHAPTER:	SUBJECT	POLICY #	Page 2 of 3
Academic Policy	Salary Schedule – Adjunct, Overload & Stipends (Not including Summer)		EFFECTIVE Updated 8/6/2008

IV. PROCEDURES:

- A. Department hire faculty (verbal)
- B. Department distributes Employment Packet to employee: Faculty Welcome Letter, I9, PERA, W4, Affirmation of Legal Status, and Information Sheet.
- C. Employee completes employment forms and return to department (includes current address and full name as it appears on the Social Security Card).
- D. Department prepares Personnel Contract Recommendation Form (PCR) and submits employment packet to APAA Office.
- E. APAA Office determines salary accounting string, proofs employment packet and forwards to Business and Finance.
- F. Business and Finance proceeds to obtain approval signatures, prepares official employee contract, and forwards employment packet to Payroll Office.
- G. Payroll Office proceeds to create a Banner record for employee and processes employment packet for payroll purposes.
- H. Payroll Office submits information sheet copy with 900 ID number to Provost Office.
- I. Provost Office initializes faculty in SIAINST (for class schedule assignment) for the semester and returns information sheet to Department.
- J. Department updates class schedule with instructor name.

V. RESPONSIBILITY:

- A. Department Chair will complete and forward Personnel Contract Recommendation form to the APAA.
- B. The APAA will determine the appropriateness of pay and availability of funding and forward to Business and Finance.
- C. Business and Finance will obtain approval signatures, prepare official employee contract and forward to the Payroll Office.
- D. The Payroll Office will create a Banner record for employee and process the employment packet for payroll purposes and submits Information Sheet copy with 900 ID number to the Provost Office.
- E. The Provost Office initializes faculty in Banner for class schedule assignment and returns information sheet to the Department.

VI. AUTHORITY:

VII. HISTORY:

August 8, 2008

VIII. ATTACHMENTS: