

POLICIES AND PROCEDURES

Subject: Continuing Education Faculty Salaries Reference: F-III-b, 2

Source: Vice President, Instruction Eff. Date: April 19, 2011

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated February 9, 2001.

Date: April 19, 2011

Salaries of adjunct instructors employed to teach non-credit courses shall be determined as follows:

Avocational Courses

Compensation for all avocational courses is \$12.00 per clock hour of instruction with some exceptions for people with special certifications or circumstances as approved by the Dean.

Standard Vocational Courses

A standard schedule specifying compensation for instruction of individual courses will be established upon recommendation of the Dean and approval by the Vice-President, Instruction at hourly rates not to exceed \$16.00 per clock hour of instruction. In special cases involving extensive preparation and/or unusual faculty competence, a premium rate not to exceed \$50.00 per clock hour may be approved by the Vice President, Instruction.

Special Workshops, Seminars and Contract Classes

Compensation will be determined on a case-by-case basis as deemed appropriate in view of the nature of the workshop/seminar/contract class, the professional stature of the personnel and all pertinent financial considerations. Rates not to exceed \$50.00 per clock hour or \$300.00 per day may be approved by the dean.

Any exceptions to the above provisions will require the prior written approval of the Vice President, Instruction.