



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Continuing Education Faculty Salaries	DEA - VI	1	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Compensation and Benefits: Compensation Plan	DEA	08/26/2025

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

- Avocational Courses
 - Compensation for all avocational courses is \$15.00 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 and Student Engagement at hourly rates not to exceed \$20.00 per clock hour of instruction. In special cases involving extensive preparation and/or unusual faculty competence, a premium rate per clock hour may be approved by the Vice President, Instruction and Student Engagement.
- 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 and Student Engagement