

# Orangeburg-Calhoun Technical College Statement of Procedure

Title: Compensation of Adjunct Faculty

Number: 8.001.02

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Department of  
Responsibility: Vice President for Academic Affairs

Authorization:

\_\_\_\_\_  
President

Date Approved: February 4, 2015

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Last Reviewed: \_\_\_\_\_

## **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 COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

Orangeburg-Calhoun Technical College will compensate adjunct faculty on an hourly or flat rate of pay based on number of credit or contact hours. The compensation will be derived on the basis of a predetermined rate per teaching hour for teaching assignments. Utilizing the hourly basis, a teaching engagement will be stated in terms of the compensation to be paid for teaching the specific course.

The method of determining compensation for adjunct faculty applies to all temporary teaching employment for curriculum courses. The only exception will be for faculty employed on an hourly basis that have been previously identified by the hiring authority and approved as exceptions.

Adjunct faculty are individuals employed on a temporary basis by the semester/session, to perform instructional duties. These individuals will teach less than 75% of the FTE faculty teaching load unless prior approval has been granted by the Vice President for Academic Affairs.

Adjunct faculty employed to teach courses for credit must meet the minimum training and experience requirements for the discipline to be taught as specified by the Southern

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Association of Colleges and Schools Commission on Colleges (SACSCOC) or other applicable accrediting organization(s). Relevant credentials equal to or above the minimum requirement may be recognized and considered when determining compensation.

The current adjunct pay structure will be published at the beginning of each academic year.

No compensation will be authorized until credentials have been verified and an approved employment acknowledgement has been submitted to Human Resources. It will be the hiring authority's responsibility to ensure that the adjunct faculty member possesses all required credentials.

Compensation will be based upon the relevant credentials of the faculty member. The number of weekly lecture and lab hours will be derived from the College catalog. Compensation includes travel, preparation, exams, office hours, student advisement, departmental meetings, and other duties required to meet the teaching obligation. Any exceptions must be approved by the Vice President of Academic Affairs or designee.

The employment agreement amount will be paid in equal installments (4 for fall semester, 4 for spring semester, and 3 for summer session) for regular length courses. The employment agreement amount will be paid in equal installments for short courses and 7-week terms; however, the payment schedule will vary according to the length of the course.

Due to the nature of the teaching assignment, certain adjunct faculty may need to be compensated hourly. All hourly paid adjunct faculty must have the approval of the Vice President for Academic Affairs or designee and the Vice President for Business Affairs. In such cases, an hourly rate may be negotiated depending on licensure and credentials.

Human Resources will compile a list of all approved employment acknowledgments for each payroll period. This list will require the electronic approval of the Dean to verify that instruction and other services are being provided as agreed. A time sheet will not be necessary except in those cases involving previously identified and approved hourly paid exceptions.

Compensation may be provided at an appropriate hourly rate or by the course for temporary faculty participation in required pre-service and in-service programs. In order for the training time to be eligible for compensation, the training must be a uniform

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requirement of the college. Compensation may be provided at an appropriate hourly rate to individual temporary faculty to acquire a specific skill or specialty through a short-term training program/workshop to facilitate the delivery of course content in the same specific skill or specialty at the college.