Hiring Adjunct Faculty Summary for Deans and Department Chairs

In the past we have hired adjunct faculty in the department at Level One, Step One on the Adjunct Salary Scale. After they taught two semesters at ACC they qualified for salary placement. Such placement was based on college level teaching for Arts & Sciences. Workforce and Health Sciences also counted directly related work experience.

Effective fall 2010, we will hire adjunct faculty

- As a cooperative effort within the department and with HR
- With LEH Rate placement upon hire
- With placement based on the same criteria as full-time faculty, capped at Step 10
- With placement at 68.75% of the full-time faculty with comparable education and experience
- Using a new eHire Adjunct Faculty Module

Department Chairs and/or Deans

- Interview, qualify, and select adjunct candidates
- Submit paperwork to HR Employment
- Select adjunct new hires in eHire (this notifies HR Compensation)
- Schedule the adjunct new hires to teach
- Communicates schedule to new hires
- Hire on a timely basis
- Emphasize the need for a fully completed application, listing all teaching (and related work) experience

HR Compensation

- Conducts LEH Rate placement on a same-day/next-day basis
- Sends adjunct new hires a “Welcome to ACC” letter stating their qualification to teach and their LEH Rate
- Letter also includes contact information for Department Chair and Dean and on-line resources
- For last minute hires, we will call the candidate with the LEH Rate if the department provides us with the cell phone number and indicates the need for immediate information.
New Hires

Adjunct Faculty Initial Placement Scale Steps 1-10 for new hires that represents 68.75% of Steps 1-10 of the full-time faculty compensation scale.

Effective fall 2010 (FY11), a salary placement on all adjunct new hires will be conducted upon hire using the full-time placement criteria guidelines currently in effect.

Initial LEH Rate Placement Scale
Initial salary placements will be based on the new Adjunct Faculty Initial Salary Placement Scale, using the full-time faculty placement guidelines (in effect at the time of hire).

The Adjunct Salary Initial Placement Scale is 68.75% of steps 1-10 of the full-time faculty scale. All initial salary placements are capped at step 10, as they are with full-time faculty salary placement. The initial salary placement establishes the Lecture Equivalent Hour (LEH) Rate.

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</table>

**LEH Rate Calculation**
The LEH Rate is the amount to be paid per LEH for the semester. To determine how much an adjunct will receive for teaching a course, multiply the number of LEH taught by the LEH Rate. For example, if a course is 3 LEH, and the LEH Rate is $1,007 multiply 3 times $1,007 (3 X $1,007 = $3,021).
Initial Salary Placements
Initial Salary placement methodology includes full or partial credit for all types of teaching; only previous college-level teaching was used to place adjunct salaries prior to FY11.

- Placements for Arts & Science teaching disciplines are based on discipline related teaching experience.
- Placements for Workforce disciplines, which include the Health Sciences, are based on directly related work experience meeting the criteria listed below, and teaching experience as defined for the Arts & Sciences disciplines (discipline related teaching).
- Workforce and Health Science work and teaching experience will be used first to determine salary level and the remaining experience will determine salary step. Work experience used for a Level may not be counted again for Step placement.
  - Full-time directly related work experience 3 months or more continuous duration with same employer;
  - Part-time directly related that was half-time or more and 6 months in duration.

Employees no longer need to wait a period of teaching two (2) semesters before initial placement; adjunct faculty will be placed upon hire.

Full-time Teaching Credit
Initial salary placement credit will be counted for full-time teaching as follows:

<table>
<thead>
<tr>
<th>Type of Full-time Teaching Experience</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>ACC teaching experience in academic degree/certification programs</td>
<td>100%</td>
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<tr>
<td>Administrative experience at ACC or other accredited institutions</td>
<td>100%</td>
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<tr>
<td>Full-time teaching experience at accredited two year Community or Junior Colleges and/or at accredited four year colleges or universities</td>
<td>100%</td>
</tr>
<tr>
<td>Full-time teaching at High School, less than post secondary vocational institutions, Job Corps, trade schools, etc.</td>
<td>75%</td>
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<tr>
<td>Full-time teaching experience in the Military, or Industrial teaching (must be the full-time primary responsibility described in detail)</td>
<td>75%</td>
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<tr>
<td>Full-time teaching at Junior High/Middle schools, Elementary schools, and/or GED/ABE or Parallel Studies in paraprofessional instruction at ACC</td>
<td>66%</td>
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<tr>
<td>Full-time instruction of GED/ABE at institutions other than ACC</td>
<td>50%</td>
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</table>
**Part-time Teaching Credit**
Initial salary placement credit will be given for part-time teaching at accredited institutions of higher education by using the following formula:

\[
\text{Total number of LEH (or credit hours) taught part-time at all institutions divided by 30 LEH equals the full-time equivalent years of teaching.}
\]

To calculate the total number of LEH, for each institution we count the number of courses taught in the same teaching discipline, the number of semesters, and the number of LEH (or credit hours).

Thirty (30) LEH is the number of LEH a full-time faculty must teach to be counted as a whole year. The criteria for adjunct initial placement are the same as full-time initial placement.

**Responsibility of Process Holders**
It is the responsibility of HR Compensation to conduct initial salary placements and notify the new adjunct of their LEH Rate in an offer letter.

It is the responsibility of the Department Chair (hiring supervisor) to extend the offer of employment to new adjunct; and to notify HR Compensation of all adjunct hires. All related hiring paperwork must be submitted to HR Records. Late notification may result in a delayed paycheck for the adjunct.

**Adjuncts Who Leave and Then Return to ACC**
Adjuncts who terminate employment and return to ACC within 5 years will return to the same salary placement they had at the time of termination. Adjustments may be made to the level if additional education applies.

When they return after 5 years or longer, a new initial salary placement will be conducted, based on full-time faculty placement guidelines in effect at that time.