

VI:02:06 NON-CREDIT CEU ADJUNCT FACULTY COMPENSATION

Purpose

The purpose of this policy is to provide information about the calculation of non-credit adjunct faculty salaries.

General Procedures

The rate of compensation for non-credit adjunct faculty is based on a number of factors including, but not limited to, compliance with TBR Guideline B-060. Factors include:

- Qualifications or expertise required
- Availability of qualified adjunct faculty
- External market course fee rates
- External market compensation
- Hours of instruction
- Customization of instruction as appropriate
- Number of instructional meetings.

For regular and routine offerings, the salary is based on the non-credit program* fee assessed and may be expressed as a “per contact hour” or “per CEU” rate. A salary chart is maintained in the Division of Continuing Education and Economic Development.

Exceptions to the salary chart may be requested by one of the Division’s directors and approved by the Assistant Vice President for Continuing Education and Economic Development.

For non-routine offerings or “special” offerings, the salary may be negotiated between the adjunct faculty and one of the Division’s directors and approved by the Assistant Vice President for Continuing Education and Economic Development.

In all cases, revenues generated for the fiscal year must meet or exceed TBR Guideline B-060 (125% of instructional salaries).

* Program is defined as a single course or workshop/seminar as well as a series of courses leading toward a Certificate of Completion.

TBR Source: December 2, 1977 TBR meeting. Revised March 14, 1980 TBR meeting; November 13, 1991 presidents meeting; November 8, 1982 presidents meeting; July 1, 1984; November 1, 1988; May 15, 1990 presidents meeting; August 14, 1990 presidents meeting; November 10, 1992 presidents meeting; August 10, 1993 presidents meeting; November 9, 1993 presidents meeting; August 9, 1994 presidents meeting; May 8, 1995 presidents meeting, August 8, 1995 presidents meeting, November 8, 1995 presidents meeting, February 6, 1996 presidents meeting, May 14, 1996 presidents meeting,

November 12, 1996 presidents meeting, May 6, 1997 presidents meeting, July 16, 1997 called Board meeting, November 5, 1997 presidents meeting, February 17, 1998 presidents meeting via conference call, August 25, 1998 presidents meeting, May 9, 2000 presidents meeting, August 8, 2000 presidents meeting, November 8, 2000 presidents meeting, February 13, 2001 presidents meeting, August 21, 2001 presidents meeting, May 21, 2002 presidents meeting, February 11, 2003 presidents meeting, May 20, 2003 presidents meeting, February 10, 2004 presidents meeting, August 17, 2004 presidents meeting, February 8, 2005 presidents meeting, May 17, 2005 presidents meeting, February 8, 2006 presidents meeting, May 16, 2006 presidents meeting, August 16, 2006 presidents meeting, May 15, 2007 presidents meeting, August 21, 2007 presidents meeting, November 6, 2007 presidents meeting

VSCC Source: April 8, 1988, President; July 25, 1991, President; July 8, 1997, President; November 28, 2007, President