

# Southwestern Oregon Community College

## AP 7077 Part-Time Faculty Compensation

It is the Administrative policy of Southwestern Oregon Community College that part-time faculty shall be compensated accordingly in the following areas:

### Salary Compensation Guidelines

Employees teaching lecture, lecture laboratory, laboratory, non-credit, and drop-in laboratory assignments shall be paid for the number of work load credits and calculated by course type specified on the approved course outline in the Office of Instruction.

Employees working as interpreters and librarians shall be paid for the number of assigned work hours.

Adjustments will not be made for holidays, official college calendar adjustments after a term begins, or for emergency closure of less than one week.

Additional work load credits given for preparation time, lecture rates for laboratory assignments, and any other special pay incentives shall be approved by the appropriate Dean and the Vice President of Instruction before pay agreements are prepared.

### Workload Equivalentents

For purposes of work load calculation, some proportion of a part-time faculty work load credit will result from a work assignment unit equivalent to 10 to 12 student contact hours of lecture instruction, lecture/laboratory instruction, laboratory instruction, or drop-in lab instruction. When necessary, a step may be converted to an hourly rate by dividing the 1 Workload Credit Step rate by 11 to reach an hourly rate.

Each unit of 10 to 12 student contact hours will be weighted as follows for the purpose of work load credit calculation:

Lecture instruction	1 work load credit
Lecture/Laboratory instruction	.75 work load credit
Laboratory instruction, interpreter, Librarian, Counselor	.66 work load credit
Drop-in Labs(e.g., math, writing)	.43 work load credit
Practicum Instruction	.25 work load credit

### Step Advancement

Part-time faculty shall be eligible for a step advancement on the Part-Time Faculty Salary Schedule when the employee has:

- taught forty-five workload credits, or
- has been employed for eight (8) academic terms.

*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*

### **Cooperative Work Experience and Field Experience**

It is the Administrative policy of Southwestern Oregon Community College that Faculty of Record shall be compensated \$100 (one hundred dollars) per student completing an approved Cooperative Work Experience or Field Experience program. Payment will be at the end of the term after copies of student/employer agreements, grades, and reports of work-site visits have been submitted as required by the appropriate administrator.

Adopted by Board of Education:

Policy #4.010 October

18, 1976 Revised: \_

October 24, 1988

Revised: September 16, 1991

Changed to Administrative Policy January

22, 1996 Reviewed: September 27, 2004

Revised: October 9, 2019 (formerly admin. policy 6.5.008 – Includes language from: 6.5.014, 6.5.002 and 6.5.010 which were retired 10/9/19)

Revised: August 4, 2021