

# ADMINISTRATIVE PROCEDURE

## Southwestern Oregon Community College

### AP 7077 Adjunct Faculty Compensation

It is the Administrative Procedure of Southwestern Oregon Community College that adjunct 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 and Student Services before pay agreements are prepared.

#### Workload Equivalentents

For purposes of work load calculation, some proportion of adjunct 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

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

It is the Administrative Procedure 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

Revised: August 9, 2023

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