

2466 - Adjunct Faculty/Full-Time Faculty Overload Compensation

Adjunct faculty serve on an “as needed” basis and are assigned to teach in support of an existing program and/or unique instructional project.

Full-time faculty are offered overload teaching assignments beyond their primary teaching contracts when mutually agreed upon by the faculty member’s supervisor and faculty member.

Barton compensates adjunct faculty and full-time faculty teaching overload assignments for the delivery of instruction according to the following guidelines:

- Faculty credentials are evaluated to ensure compliance with the Higher Learning Commissions Guidelines for Determining Qualified Faculty and detailed in the Faculty Qualifying Credentials document.
- Faculty who meet the required qualifications or have an approved qualifying exception are paid per credit hour. There is no distinction in credit hour rate between adjunct faculty and full-time faculty members teaching overload. Applied music (vocal and instrumental) classes are offered for one credit hour and taught individually for a 50-minute timeframe once a week. Faculty members assigned to teach applied music classes receive a base pay plus payment per enrolled student. Consideration may be granted for payment differential on a case-by-case basis as approved by the appropriate Dean.
- Divisions and departments are expected to offer pro-rated payment to faculty members for classes with less than the required enrollment minimum. Faculty, with the exception of those teaching online course sections, have the right to decline pro-rated payments. In the event a faculty member declines to teach for a pro-rated amount, the class may be assigned to another instructor or cancelled.
- Class minimums are established by the institution. Exceptions to class minimums will be considered on a case-by-case basis by the appropriate Dean.
- The preceding guidelines may or may not apply to, instructors, trainers or presenters hired to facilitate non-credit programs, 3rd party contracts, customized projects, and/or programs with scarcity of teaching resources.

Contacts(s):

Vice President of Instruction

Related Form(s):

Relevant Policy or Procedure(s): 1476-Employee Pay Schedules and Faculty Load

Approved by: President

Date: 7/28/08

Revision(s): 2/23/09; 7/19/12; 10/31/16; 5/25/17 (minor revision); 9/1/21 (update); 8/15/22