

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 7.5.3

Title: Adjunct Faculty Compensation & Contract Policy	
Originated by: Vice President of Business Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on: August 2011	Revised on:

Policy Statement: This policy is designed to provide standardized compensation for adjunct faculty teaching in credit programs.

Rationale: Equitable treatment of employees based on the employee's skills, education, and experience is a goal of Manhattan Area Technical College. Providing established guidelines is also a means to remaining fiscally responsible to the College's constituency.

1. Adjunct Faculty Pay

- a. Pay will be set at \$500.00 per semester credit (SCH) hour under the following conditions
 - i. The class has sufficient enrollment (normally twelve students) to justify the additional cost of instruction to the College.
 - ii. The adjunct faculty member does not exceed a total of 9 semester credit hours per semester, including the overload(s), without permission from the VPIS.
 - iii. Should a class have an enrollment lower than the established 12 students and the faculty member is willing to teach for a reduced compensation, then the compensation may be adjusted according to enrollment at the time the class starts. For example, if a faculty member is to receive \$1,500 for a 3 SCH class and the enrollment is 10 students, then the teacher would receive \$1,125.00 or $10/12^{\text{th}}$ of the standard pay.

2. Adjunct Faculty Contracts

- a. All adjunct faculty contracts will be negotiated on a semester to semester basis. All adjunct faculty contracts will be distributed after the beginning of the class start date to ensure the class will have sufficient enrollment to be held during the semester.