

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	ADMINISTRATIVE PAY SUPPLEMENT FOR FACULTY	Procedure Number: 3-3-112.1
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:	8-2-102; 8-2-102.1	
Governing ATC Policy:	3-3-112	

Approved: 
President


Vice President of Administrative Services

Date Adopted: 07/01/2004
Date Revised: 08/08/2011

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Faculty members may be authorized a reduction in normal teaching load and/or may be eligible to receive a pay supplement resulting from their assignment to a position having supervisory and/or management responsibilities. Faculty members receiving supplements must complete 10 hours of professional development per academic year relating to their responsibilities.

Aiken Technical College will provide academic deans, department chairs and academic coordinators (program/discipline) supplemental pay.

Deans

Deans shall receive a supplement of \$625 per month and be required to teach two courses per academic year as defined in fall and spring semesters.

When a dean is assigned two roles (dean and department chair), the dean will receive a total supplement of no more than \$750 per month (which shall not exceed 15% of the annualized salary) with no additional course release.

Department Chairs

The supplemental schedule for department chairs will be established on the first scheduled work day of November each year based on the total faculty (full and part-time) FTE supervised on that date, in accordance with the supplement schedule below. Adjustments to supplements as a result of an increase or decrease in the number of full and part-time faculty FTE supervised will be effective with the November payroll.

Assigned FTE

<u>Faculty Supervised</u>	<u>Supplement/Month</u>
.1 – 10.9	\$ 275.00
11.0 – 14.9	\$ 325.00
15.0 – 19.9	\$ 375.00
20.0 or More	\$ 425.00

Department Chairs will receive one course release per semester. In the event faculty assigned FTE exceeds 20 an additional course release will be considered.

Coordinators

Academic Coordinators will receive a \$150 monthly supplement and one course release either fall or spring semester as determined by the Academic Dean.

When a faculty member is assigned two roles (department chair and academic coordinator), the faculty member will receive only the department chair supplement and ½ of the coordinator supplement with no additional course release.

Appointments

The General Education and University Transfer, Technical Education, and Health Science Dean positions shall be appointed annually. Department chair and academic coordinator appointments are also appointed annually. All appointments are at the discretion of the President, or his/her designee. Changes in appointments are normally made at the beginning of the academic year but may be changed at any time depending upon the College's needs. Such changes require that impacted faculty members receive a thirty (30) calendar-day written notice regarding changes in supplements and/or release time.

Serious infractions of College or State policies, failure to meet established standards or other documented cause may result in immediate removal from the position or more stringent disciplinary action up to and including termination of employment in accordance with ATC policy 3-1-102.

Self resignations from appointed positions will be effective on the agreed upon resignation date by the individual and the Dean. Supplements and/or release time for self resignations will cease the day following the resignation date.

Budgetary Clarification

The above supplement amounts will be periodically assessed by the Vice President of Administrative Services to determine if sufficient College funds are available to implement the supplemental pay schedule. Adjustments to the schedule may be made based on this assessment. The Vice President of Education and Training must approve all pay supplements.