


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	COMPENSATION FOR TEMPORARY FACULTY -TRAINING AND BUSINESS DEVELOPMENT	Procedure Number: 6-2-104.3
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:	8-2-105	
Governing ATC Policy:	6-2-104	

Approved: 
President


Vice President of Administrative Services

Date
Adopted: 07/01/2004

Date
Revised: 02/22/2010

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.

- I. Training and Business Development Compensation Schedule
 - A. Training and Business Development Adjunct Faculty (Instruction/facilitation): Documented teaching experience is defined as having experience teaching or facilitating adults in an actual workplace/business setting or at a higher education institution.
 - B. Technical experience is defined as having direct applicable work experience in the technical field related to the program field for the adjunct position.

Minimum non-credit course requirements for instructor credentials

Pay/Rate Category – Adjunct Faculty TBDD

WF1 - \$25.00

- Master's Degree with no prior teaching experience in program area and 5 years of experience in program field.

- Bachelor's Degree with no prior teaching experience in program area and 5 years of experience in program field.
- Associate Degree with 5 years of technical experience (in field of program area) with no prior teaching experience in program field.
- Combination of post-secondary education, applicable technical certifications in the program field that totals a minimum of 7 years of related technical experience with no prior teaching experience in program field.

WF2 - \$26.00

- Master's Degree with less than 3 years prior teaching experience in program field and 6 years of experience in program field.
- Bachelor's Degree with less than 3 years prior teaching experience in program field and 6 years of experience in program field.
- Associate Degree with 6 years of technical experience in program field and less than 3 years of prior teaching experience in field.
- Combination of post-secondary education, applicable technical certification or credentials in the program field that totals a minimum of 8 years of technical experience in program field and less than three years of prior teaching experience in field.

WF3 - \$27.00

- Master's Degree with 3-5 years prior teaching experience in the program field and 7 years of experience in program field.
- Bachelor's Degree with 3-5 years prior teaching experience in the program field and 7 years of experience in program field.
- Associate Degree with 7 years of technical experience in program field and 3-5 years prior teaching experience in field.
- Combination of post-secondary education, applicable technical certification or credentials in the program field that totals a minimum of 9 years of technical experience in program field and 3-5 years of prior teaching experience in field.

WF4 - \$28.00

- Master's Degree and 5 years prior teaching experience in field and 8 years of experience in program field.
- Bachelor's Degree and 5 years prior teaching experience in field and 8 years of experience in program field.
- Associate Degree with 8 years of technical experience in field and 8 years of teaching experience in field.

- Combination of post-secondary education, applicable technical certification or credentials in the program field that totals a minimum of 10 years of technical experience in program field and 5 years of prior teaching experience in field.

WF5 - \$29.00

- Master's Degree and 6 years prior teaching experience in field and 9 years of experience in program field.
- Bachelor's Degree and 6 years prior teaching experience in field and 9 years of experience in program field.
- Associate Degree with 9 years of technical experience in field and 6 years of teaching experience in field.
- Combination of post-secondary education, applicable technical certification, or credentials in program field that totals a minimum of 11 years of technical experience in program field and 6 years of prior teaching experience in field.

WF6 - \$30.00

- Master's Degree and 7 years prior teaching experience in field and 10 years of experience in program field.
- Bachelor's Degree and 7 years prior teaching experience in field and 10 years of experience in program field.
- Associate Degree and 10 years of technical experience in field and 7 years of teaching experience in field.
- Combination of post-secondary education and applicable technical certification or credentials in program field that totals a minimum of 12 years of technical experience in program field and 7 years of prior teaching experience in field.

WF7 - \$31.00 and up

- Requires prior approval from the Vice President of Education and Training with the concurrence of the Vice President of Administrative Services, with written justification. This category is reserved for those cases where market demand dictates a higher rate.

Notes:

1. The above schedule includes payment for any preparation and development time. Any development and design time must be pre-approved by the Director of Programming and documented as a deliverable on the temporary employment agreement. Development time may include, but is not limited to, designing new curricula, requested to learn new material and course customization for a customer.

2. Technical experience must be documented on the adjunct faculty credential/justification form and verified prior to seeking approval.
3. The number of student contact hours varies per week depending on the length of the individual courses. It is the responsibility of the Director of Programming or designee to calculate the appropriate number of development, delivery, and preparation hours on the monthly time sheet.

Pay Rate Category – ACT Center Proctor

- 1 – 3 years \$10.50
- 4 – 5 years \$11.50
- 6 years and after \$12.50

Notes:

1. Total compensation is based on an hourly wage multiplied by the total number of hours worked as pre-approved by the Test Center Manager.
2. The number of hours per week varies as needed based on the hours of operation and volume in the ACT Test Center and at off-campus testing sites.
3. The College will reduce payments to adjunct faculty, pursuant to the temporary employment agreement, if adjunct faculty members fail to provide services in accordance with their agreements due to absence (SBTCE policy 8-2-105).