

GUAM COMMUNITY COLLEGE

Adjunct Faculty Pay Fall 2015 Spring 2016, Summer 2016

NEW ADJUNCT PAY RATES

ADJUNCT LEVELS with Teaching Assignments	Hourly Rate
Level 1	\$28.88
Level 2	\$33.29
Level 3	\$40.99
Level 4	\$50.62
ADJUNCT ALL LEVELS for Non-Teaching Assignments/Special Projects/ Adult Education Courses/Non-Credit Courses/CEUs	\$25.00

An Adjunct Faculty minimum class size shall be 13 students, unless other limitations exist. For classes with fewer than 13 students, the following reduction in pay shall prevail.

Number of Students	Reduction in Pay
12, 11, or 10 students	75% of Adjunct Faculty Level
9, 8, or 7 students	50% of Adjunct Faculty Level
6 or less students/ Application to Take/Special Projects	Flat Rate of \$500

PAY SCHEDULE

TERM	1ST PAY DAY	FINAL PAY DAY
Fall 2015	9/25/2015	12/31/2015
Spring 2016	3/11/2016	6/3/2016
Summer 2016	8/12/2016	
Classes and other instructional activities eight weeks and less in duration	Lump Sum payment on the pay period following the completion of certification	

All part-time compensation is subject to the approval of the appropriate Dean.

NO SPECIAL PAYMENTS! Exceptions may be considered for the following reasons: serious medical condition; death in the immediate family, or termination of a contract.

Guam Community College
Procedure for Adjunct Faculty & Educational Consultant Contracts
AY 2015-2016

1. DEFINITIONS:

- a) **Adjunct Faculty** - is a part time limited term employee of GCC hired on a contractual basis. An Adjunct Faculty is hired on an Employment-at-Will Contract.
- b) **Educational Consultant** (part-time) - is one who provides educational services to GCC on a part time contractual basis not as an employee, but rather as an independent contractor. A Memorandum of Agreement (MOA) serves as the Educational Consultant Contract. This type of contract shall apply to Government of Guam Retirees performing educational part-time work. Educational Consultants performing full time work do not fall under this procedure and shall be compensated through the regular payroll process.

2. RECRUITMENT:

- a) Recruitment for positions of Adjunct Faculty and/or Educational Consultant shall be the responsibility of the Program Specialist, the Department Chairperson or the Assistant Director for the Continuing Education Courses and Human Resources Administrator. HR will maintain a file of Adjunct applications submitted to the HR office. Official rating of applications will be made upon receipt of a department's request to hire an Adjunct or an Educational Consultant.

3. CONTRACTS:

- a) **Adjunct Faculty** - HR will prepare an Adjunct Faculty Contract when the following documents and information have been provided from the Program Specialist, the Department Chairperson or the Assistant Director for the Continuing Education courses:

- 1. List of courses and/or course permission form
- 2. Funding Source
- 3. Updated Master Schedule on Banner

Once the Adjunct Faculty Contract has been completed and signed by all parties, HR shall forward a copy to Payroll. HR will enter and/or update adjunct information on Banner.

- b) **Educational Consultants** - HR will prepare an MOA which will serve as the Educational Consultant Contract when the following documents and information have been provided by the Program Specialist, the Department Chairperson or the Assistant Director for the Continuing Education courses:

1. List of courses and/or course permission form
2. Funding Source
3. Current Business License for the Educational Consultant
4. Updated Master Schedule or Banner

Once the Educational Consultant Contract has been completed and signed by all parties, HR shall forward a copy to Materials Management for processing. HR will enter and/or update Educational Consultants info on Banner.

4. CERTIFICATION OF COMPLETION FOR WORK/SERVICES:

- a) **Adjunct Faculty** - The Program Specialist, the Department Chairperson, the Assistant Director for the Continuing Education courses, or the appropriate Dean shall certify on the **GCC Payroll Time Sheet** the completion of work/services (i.e. summary of hours, start and end dates). They shall also certify that conditions of the contract have been fulfilled. The certification (Payroll Time Sheet shall be forwarded to HR for review (i.e. consistency with employment contract) and then to Payroll for processing.
- b) **Educational Consultants** - The Program Specialist, the Department Chairperson, the Assistant Director for the Continuing Education courses, or the appropriate Dean shall certify on the **Educational Consultant Invoice** the completion of work/services (i.e. summary of hours, start and end dates). They shall also certify that conditions of the contract have been fulfilled. *Upon completion*, the certification of Educational Consultant Invoice shall be forwarded to HR for review (i.e. consistency with employment contract) and then to Material Management for processing.
- c) Fall and Spring Semester courses require a midterm certification, in addition to the final certification. Summer Semester courses require a single certification (Payroll Time Sheet or Educational Consultant Invoice) which is due to HR.

<u>Fall 2015</u>	<u>Spring 2016</u>	<u>Summer 2016</u>
9/17/2015	3/3/2016	8/4/2016
(Due to Payroll 9/18/2015)	(Due to Payroll 3/4/2016)	(Due to Payroll 8/5/2016)

The final certification is due to HR:

<u>Fall 2015</u>	<u>Spring 2016</u>
12/23/2015	5/26/2016
(Due to Payroll 12/28/2015)	(Due to Payroll 5/27/2016)

- d) Classes and other instructional activities eight weeks or less will require only one certification (Payroll Time Sheet or Educational Invoice). The certification is due to HR five (5) days after completion of the course.

5. COMPENSATION:

- a) Adjunct Faculty and Educational Consultants shall be paid in accordance with the Board of Trustees Resolution 10-2000 and Administrative Directive No. 2000-03.

1. Semester long courses shall be compensated as follows:

- a. First payment shall be on:

Fall 2015

9/25/2015

Spring 2016

3/11/2016

2. Summer 2015 payment will be on 8/12/2016 (unless otherwise noted for Math and English courses).

3. Payment balance shall be paid on:

Fall 2015

12/31/2015

Spring 2016

6/3/2016

Classes and other instructional activities eight weeks or less shall be paid in full on the pay period following the completion of certifications.

- b) All part-time compensation is subject to the approval of the appropriate Dean.
- c) **SPECIAL PAYMENT** may only be considered for the following reasons: serious medical condition, death in the immediate family, or termination of contract.

Approved:


R. Ray D. Somera, Ph.D.
Vice President, Academic Affairs

6/23/15
Date


Carmen K. Santos, CPA
Vice President, Finance & Administration

6/25/15
Date