

GUAM COMMUNITY COLLEGE

Adjunct Faculty Pay SOP (Board of Trustee Resolution 12-2023)

ADJUNCT PAY RATES

ADJUNCT LEVELS with Teaching Assignments	Hourly Rate
Level 1 (Emergency Instructor)	\$34.66
Level 2 (Assistant Instructor)	\$39.95
Level 3 (Instructor/Assistant Professor)	\$49.19
Level 4 (Associate Professor/Registered Nurse)	\$54.97
Level 5 (Professor/Terminal Degree)	\$60.74
ADJUNCT ALL LEVELS for Non-Teaching Assignments/Special Projects/ Non-Credit Courses/CEUs	\$30.00

An Adjunct Faculty minimum class size shall be 13 students, unless other limitations exist. For classes with fewer than 13 students and 1 credit courses that are 30-45 contact hours, 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

For Adjunct Faculty classes with a maximum enrollment of 10 students, the following reduction in pay shall prevail. Classes will not be offered with less than five students.

Number of Students	Reduction in Pay
10 students	100% of Adjunct Faculty Level
9, 8, or 7 students	75% of Adjunct Faculty Level
6 or 5 students	50% of Adjunct Faculty Level

Rates for classes with maximum enrollment not listed above must be agreed upon by the Vice Presidents and the President prior to the start of the semester.

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

Classes and other instructional activities eight weeks or less in duration will receive a lump sum payment on the pay period following the completion of certification.

Adjunct Pay Schedule will be released by joint memo from the Chief Human Resources Officer and the Controller and will be posted in MyGCC.

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

Procedure for Adjunct Faculty & Educational Consultant Contracts

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 and Workforce Development and Chief Human Resources Officer. 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 and Workforce Development:
 - 1. List of courses and/or course permission form
 - 2. Funding Source
 - 3. Updated Master Schedule on Banner

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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 on 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 the Educational Consultant's info on Banner.

4. CERTIFICATION OF COMPLETION FOR WORK/SERVICES:

- a) **Adjunct Faculty** - HR shall review Web Time Entry time sheets and certify consistency with employment contracts. The Program Specialist, the Assistant Director for the Continuing Education and Workforce Development, or the appropriate Dean shall certify on the **Web Time Entry** 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 and then submit to Payroll for processing the Thursday/Friday before payroll runs.
- b) **Educational Consultants** - The Program Specialist, the Department Chairperson, the Assistant Director for the Continuing Education and Workforce Development, 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 certified Educational Consultant Invoice shall be forwarded to HR for review (i.e. consistency with employment contract) and then to Materials 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 (Web Time Entry or Educational Consultant Invoice) which is due to HR. Dates will be posted on MyGCC

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- d) Classes and other instructional activities eight weeks or less will require only one certification (Web Time Entry 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 twice during the Fall and Spring Semesters and once for CE & Special Project courses. Adjunct pay schedule dates will be released per school year by the Chief Human Resources Officer and Controller and will be posted on MyGCC Deadline & Key Dates.
- b) Classes and other instructional activities eight weeks or less shall be paid in full on the pay period following the completion of certifications.
- c) All part-time compensation is subject to the approval by the appropriate Dean.
- d) Adjunct Pay Schedule will be released by joint memo from the Chief Human Resources Officer and the Controller and will be posted in MyGCC.
- e) **SPECIAL PAYMENT** may only be considered for the following reasons: serious medical condition, death in the immediate family, or termination of contract.

Approved:


Virginia C. Tudela, Ph.D.
Vice President, Academic Affairs

10/26/23
Date


Mary A. Okada
Vice President, Finance & Administration

10.30.2023
Date