

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

**Policy No. 7.5.3**

<b>Title: Adjunct Faculty Compensation &amp; Contract Policy</b>	
Originated by: Vice President of Business Services	Date: 11/14/2005
Revised by: Human Resources, CFO	Revision Date: 8/2011; 6/2024

**Policy Statement:** This policy is designed to provide standardized compensation for adjunct faculty teaching in credit and healthcare clinical 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 remain fiscally responsible to the College's constituency.

1. Adjunct Faculty Pay

- a. Pay for Credit Program Adjunct Faculty will be set at \$625.00 per semester credit hour (SCH) 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 CAO.
  - 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 \$1,875 for a 3 SCH class and the enrollment is 10 students, then the teacher would receive \$1,562.50 or 10/12<sup>th</sup> of the standard pay.
- b. Pay for Healthcare Clinical Adjunct Instructors will be at an hourly rate of \$35.00, per the following conditions:
  - i. Healthcare Clinical Adjunct Instructors must submit and finalize hours worked in the designated timekeeping system as per college policy.
  - ii. Hours for Healthcare Clinical Instructors must be pre-approved by the Dean of Nursing Education and Health Programs.

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.

- b. Contracts for healthcare clinical adjunct faculty are automatically renewed each semester unless terminated by the instructor or the college, or if the faculty member does not provide active instruction over the course of the following academic year.