

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	ADMINISTRATIVE PAY SUPPLEMENT FOR FACULTY	Procedure Number: 3-3-112.1
Institutional Authority:	Chief Human Resources Officer	
Associated SBTCE Policy/Procedure:	8-2-102; 8-2-102.1	
Governing ATC Policy:	3-3-112	

Approved:

  
President

  
Chief Human Resources Officer

Date

Adopted: 07/01/2004

Date

Revised: 02/22/2021

**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.

Aiken Technical College will provide academic Deans and Department Chairs (program/discipline) supplemental pay.

**Deans**

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

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 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 – 4.9	\$ 275.00
5.0 – 9.9	\$ 325.00
10.0 – 14.9	\$ 375.00
15.0 – 19.9	\$ 425.00
20.0 or More	\$ 450.00

Department Chairs will receive one course release per semester. In the event faculty assigned FTE exceeds 10.0, or based on other College need, an additional course release may be considered.

### Appointments

All appointments are at the discretion of the President, or designee and are typically appointed annually. The General Education and University Transfer, Nursing, and Health Sciences Dean positions as well as the Department Chair positions are typically appointed at the beginning of the academic year, but changes may be made at any time depending upon the College's needs. Such changes made during the academic year 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, unprofessional behaviors 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 with approval of the Chief Academic Officer. 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 Chief Business Officer and the Chief Academic Officer 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 Chief Academic Officer must approve all pay supplements.