AIKEN TECHNICAL COLLEGE
PROCEDURE

Procedure Title:	COMPENSATION FOR TEMPORARY FACULTY ACADEMIC & CONTINUING EDUCATION	Procedure Number: 6-2-104.2
Institutional Authority:	Chief Business Officer	
Associated SBTCE Policy/Procedure:	8-2-105	
Governing ATC Policy:	6-2-104	

Approved: Forest E Mahaffey — President; Forest E Mahaffey — Chief Business Officer

Date Adopted:	07/01/2004
Date Revised:	07/27/2026

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.

Compensation for temporary (adjunct) faculty shall be based on the hourly rate of pay, based on the number of contact or credit hours.

Adjunct faculty employed to teach courses for credit must meet the minimum training and experience requirements for the discipline to be taught as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or other applicable accrediting organization(s). Accordingly, two (2) levels of compensation will be utilized and based upon the relevant credentials of the faculty member. Adjunct faculty (credit and non-credit) will be compensated according to the following schedule.

I. Academic Credit and Continuing Education Compensation Schedule

   A. $36.00
   B. $37.00 and up

- This category is reserved for situations where other pay categories do not meet market demand. The requesting party must obtain prior approval from the Chief Academic Officer with the concurrence of the Chief Business Officer. The request must be supported by written justification.

No compensation will be authorized until credentials have been verified and an approved employment acknowledgment has been submitted to Human Resources. The hiring authority will be responsible for ensuring that the adjunct faculty member possesses all required credentials.

Notes:

1. Technical experience must be documented on the faculty credential/justification form and verified by the Department Chair or designee, with approval by the Chief Academic Officer.

2. Total compensation is based on an hourly wage times the total number of student contact hours for an academic course, plus exam hours (minimum of 50 hours per 3.0 SHC course)

3. The payment schedule for non-credit adjuncts includes payment for any preparation and development time. Any development and design time must be pre-approved by the appropriate Dean or designee and documented as a deliverable on the temporary employment agreement. Development time may include, but is not limited to, designing new curricula, request to learn new material, and course customization for a customer.

4. The number of contact hours per week may vary depending on the length of the course. It is the responsibility of the Department Chair or designee to calculate the appropriate number of hours.

5. 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).

II. Payment for Travel

A. Payment for travel will be in accordance with ATC policy 6-4-101 and the South Carolina Department of Administration regulations for reimbursement for travel and subsistence expenses.

B. Payment for travel will be paid at the state-approved per diem rate.

III. Payment of Overtime

Temporary (adjunct) faculty are learned professionals exempt from the wage and hour provisions of the Fair Labor Standards Act.

IV. Payment for Professional Development

A. Adjunct faculty required by Aiken Technical College to attend and/or participate in professional development will be paid at their base pay rate. Voluntary attendance and/or participation in professional development is encouraged when the sessions are not mandatory or required by the temporary employment agreement.

B. Required participation will be noted on the temporary employment agreement.

C. Payment will not be provided for those adjunct faculty members who attend and/or participate in professional development activities to gain knowledge or expertise, meet employment prerequisites, or to prepare for additional courses. Adjunct faculty new to Aiken Technical College will be required to complete “New Adjunct Onboarding” training, which typically occurs during the fall and spring semesters. Adjunct faculty may also be requested, on an as-needed basis, to attend training relevant to the College’s Quality Enhancement Plan.

V. Payment for Meetings

A. Adjunct faculty required by their supervisor at Aiken Technical College to attend and/or participate in College-wide or divisional meetings will be paid at their base pay rate.

B. Required participation will be noted on the temporary employment deliverables agreement.