

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

PROCEDURE ON COMPENSATION FOR ADJUNCT
FACULTY/ FULL-TIME FACULTY OVERLOAD

Effective: December 17, 2008

Policy No. 3357:13-16-454

Page 1 of 1

(also see [Article 21.02](#) of CBA_121708)

1. A three-step pay plan, based on teaching experience at North Central State College, exists for adjunct faculty and full-time faculty teaching overload.
2. Progression through the steps is determined by the accumulated number of credit/contact hours taught at the College.
3. Persons whose accumulated credit/contact hours are 0 through 36 are in Step I, those whose total is 37 to 75 are in Step II, and those whose total is over 75 are in Step III.
4. *The Step I pay rate is **\$32.50** per contact hour; the Step II rate is **\$35.00** per contact hour; and the Step III is **\$37.50** per contact hour.
5. All part-time faculty are required to attend an orientation session offered by the College at least once a year, or view a video tape of such a session.
6. Faculty who have taught at any regionally accredited college or university may submit to the Human Resources Office written documentation from the appropriate college or university indicating the specific courses taught, credit/contact hours for each course and the time period within which these courses were taught. At the beginning of the semester following receipt of the documentation by the Director of Human Resources and verification of the documentation jointly by the Director of Human Resources and the Vice President for Learning, the faculty member will be credited with the number of credit/contact hours taught and placed in the appropriate step for purpose of pay. The pay provision of this policy is not to be applied retroactively.

CFO (Human Resources)