Ivy Tech Community College of Indiana

POLICY TITLE
Adjunct Faculty Compensation

POLICY NUMBER
ASOM 7.9

PRIMARY RESPONSIBILITY
Office of Academic Affairs and Human Resources

CREATION / REVISION / EFFECTIVE DATES
Created September 2009/Effective September 2009, revised July 2014/Effective Fall 2014; revised October 2017/revised March 2018/effective immediately

PURPOSE
The purpose of this policy is to improve the employment experience and compensation of adjunct faculty. It addresses compensation by course, compensation based on number of contact hours, weekly contact hour limit, and compensation in the event of College or campus closure, emergency or non-emergency.

ORGANIZATIONAL SCOPE OR AUDIENCE
This policy applies to all adjunct faculty teaching in fall, spring or summer terms.

DEFINITIONS
Adjunct faculty: Part-time, non-benefits eligible employees who are paid for each class they teach.

Distance Learning Platform: A virtual learning environment designed to support teaching and learning in an educational setting.

POLICY
All adjunct faculty members are to be compensated on a per course basis and are responsible for covering course material in its entirety. In the event of a campus or College closure, emergency or non-emergency, adjunct faculty members’ compensation would not be negatively impacted or reduced. As part-time, non-benefits eligible employees of the College, adjunct faculty do not earn sick leave. It is recognized that from time to time, adjunct faculty miss class time due to illness. In the event of a short-term illness, it is recommended that adjunct faculty members’ compensation should not be negatively impacted or reduced.

PROCEDURE
Compensation for each course will be based upon the number of contact hours associated with the course. Therefore, courses with lecture and labs or other additional instructional
time would be compensated at a higher rate than traditional 3 credit hour courses. Adjunct faculty are permitted to teach up to 12 contact hours per semester.

When classes are cancelled for any reason, adjunct faculty members are expected to cover the appropriate course material via alternative methods, including but not limited to out-of-class assignments or utilization of the distance learning platform. In some cases flexibility may not be appropriate for certain courses or academic programs. At the discretion of the Vice Chancellor for Academic Affairs, instructor substitutes may be used. In this case, the adjunct faculty members pay would be reduced by the appropriate amount for the time period missed.

REFERENCES
None

RESOURCE PERSON
Vice Chancellor for Academic Affairs
Executive Director Human Resources