



ADJUNCT SALARY MATRIX GUIDELINES



JAMESTOWN COMMUNITY COLLEGE

ADJUNCT PLACEMENT AND PROMOTION GUIDELINES

1.0 Placement.

- 1.1 Newly hired adjunct faculty are placed onto the tier in the salary matrix coinciding with the highest level of education obtained and the greater of either directly related experience or number of credit hours of teaching experience accumulated. Part-time experience is counted on a pro-rata basis and previous adjunct teaching experience is pro-rated against an annual full-time courseload of 30 credit hours. Directly related experience will be determined by the department supervisor, in consultation with Human Resources, to ensure college-wide consistency.
- 1.2 Full-time faculty who retire from JCC and are subsequently rehired to work as an adjunct will be placed at the overload rate.
- 1.3 Full-time faculty who resign from JCC and are subsequently rehired to work as an adjunct will be placed utilizing the criteria outlined in Section 1.1.
- 1.4 Prior to any job offer being extended, the dean/supervisor will review the salary rationale in order to resolve any questions/concerns regarding accuracy.

2.0 Promotion. Promotion to another tier on the matrix will occur based upon the following criteria.

- 2.1 **Attainment of additional education/degree.** Once an employee has obtained a new degree, they will be responsible for providing the Human Resources department with a copy of their degree and official transcript(s). Those who have completed 30 graduate hours beyond a Master's degree will be responsible for providing the Human Resources department with a copy of their official transcript(s) to confirm completion. Human Resources will confirm, in writing, receipt of all documentation relevant to the employee's post-graduate advancements. The salary replacement will occur at the beginning of the next semester immediately following receipt of the educational credentials.
- 2.2 **Accumulation of teaching credits.** Each time an adjunct accumulates 18 credit hours of teaching or non-instructional experience at JCC, they will be advanced to the next tier on the matrix. The salary replacement will occur at the beginning of the next semester immediately following the accumulation of 18 credit hours.
- 2.3 Any adjunct who is assigned to a rate that exceeds the amount on the matrix that coincides with their education and experience will retain that rate until such time as the matrix "catches up" with their rate.
- 2.4 Any newly hired adjunct who does not possess prior teaching experience will remain at the rate into which they were hired until such time as they accumulate enough instructional and/or non-instructional credit hours to make them eligible to advance through the matrix.

3.0 Faculty Load and Compensation (FLAC) Records. For every semester that an adjunct is assigned to teach, they will be required to approve their FLAC record in Banner to initiate their biweekly pay. Failure to sign off on a FLAC record prior to the batch being processed by payroll will result in the rate submitted being automatically approved so that biweekly pay for the semester can be initiated.

- 3.1 Prior to the start of each assignment, the adjunct faculty member will receive an appointment letter, outlining the rate that they will be assigned in FLAC. This rate will coincide with the initial placement guidelines, along with any adjustments that are made based upon the accumulation of 18 credit hours of experience, as applicable. The letter will also reflect the number of credit hours that have been accumulated at JCC by the adjunct. Only credit hours accumulated as a result of work performed at JCC will be counted for advancement through the matrix.
- 3.2 It will be the responsibility of the faculty member to immediately report any suspected errors in their pay to their dean, supervisor, and/or human resources. Once the FLAC record has been signed off by the adjunct, that will serve as confirmation that the rate and credit hours assigned for the semester are correct.
- 3.3 Under no circumstances will an adjunct be able to initiate and sign off on their own FLAC records.

4.0 Full-time faculty holding administrative position outside of the bargaining unit. Those full-time faculty who accept a temporary administrative assignment outside of the bargaining unit (ex. Dean appointment) will be paid at the full-time faculty overload rate for any courses taught while on said assignment. Any teaching assignments held by the administrator must be authorized in advance by their Vice President.

ADJUNCT SALARY MATRIX

Nov 2021-Aug 2022

Teaching or Relevant Experience	Associates or Bachelors	Masters	Masters + 30	Doctorate or Terminal
Category 1 0-18 hours * OR 0-9.9 years of directly related professional experience	\$839	\$870	\$899	\$933
Category 2 19-36 hours * OR 10-14.9 years of directly related professional experience	\$855	\$899	\$933	\$971
Category 3 37-54 hours * OR 15+ years of directly related professional experience	\$870	\$933	\$971	\$1,013
Category 4 55-72 hours*	\$899	\$971	\$1,013	\$1,055
Category 5 Above 72 hours*	\$971	\$1,055	\$1,097	\$1,142

*Credit hours. One credit hour = 35 clock hours

**ADJUNCT SALARY MATRIX
2022-2023**

Teaching or Relevant Experience	Associate s or Bachelors	Masters	Masters + 30	Doctorate or Terminal
Category 1 0-18 hours * OR 0-9.9 years of directly related professional experience	\$864	\$897	\$926	\$961
Category 2 19-36 hours * OR 10-14.9 years of directly related professional experience	\$880	\$926	\$961	\$1,000
Category 3 37-54 hours * OR 15+ years of directly related professional experience	\$897	\$961	\$1,000	\$1,044
Category 4 55-72 hours*	\$926	\$1,000	\$1,044	\$1,087
Category 5 Above 72 hours*	\$1,000	\$1,087	\$1,130	\$1,176

*Credit hours. One credit hour = 35 clock hours

ADJUNCT SALARY MATRIX

2023-2024

Teaching or Relevant Experience	Associates or Bachelors	Masters	Masters + 30	Doctorate
Category 1 0-18 hours* OR 0-9.9 years of directly related professional experience	\$890	\$923	\$954	\$990
Category 2 19-36 hours* OR 10-14.9 years of directly related professional experience	\$907	\$954	\$990	\$1,030
Category 3 37-54 hours* OR 15+ years of directly related professional experience	\$923	\$990	\$1,030	\$1,075
Category 4 55-72 hours*	\$954	\$1,030	\$1,075	\$1,120
Category 5 Above 72 hours*	\$1,030	\$1,120	\$1,160	\$1,210

*Credit hours. One credit hour = 35 clock hours

**ADJUNCT SALARY MATRIX
2024-2025**

Teaching or Relevant Experience	Associates or Bachelors	Masters	Masters + 30	Doctorate or Terminal
Category 1 0-18 hours * OR 0-9.9 years of directly related professional experience	\$917	\$951	\$982	\$1,020
Category 2 19-36 hours * OR 10-14.9 years of directly related professional experience	\$934	\$982	\$1,020	\$1,061
Category 3 37-54 hours * OR 15+ years of directly related professional experience	\$951	\$1,020	\$1,061	\$1,107
Category 4 55-72 hours*	\$982	\$1,061	\$1,107	\$1,153
Category 5 Above 72 hours*	\$1,061	\$1,153	\$1,195	\$1,246

*Credit hours. One credit hour = 35 clock hours