

Welcome to Columbus State Community College

Adjunct Guide to Faculty Contracts & Other Forms of Pay

Fast Facts

- Contracts are issued on a semester-to-semester basis based on enrollment needs and performance. Contracts are not guaranteed for future semesters.
- Contracts are issued approximately a week and a half into the semester.
- Contracts are issued online via CougarWeb. You will receive a notification via your college email account when your contract is ready for approval.
- Contracts are available online for five – seven days from the issue date.

Rates of Pay

- Faculty receive the established academic year contact or load hour rate for teaching. See the current Contract Fact Sheet (provided in this orientation and distributed by HR when you submitted employment forms).
- The rate for substitute pay is the same hour load hour rate.
- The rate for meeting pay, and adjunct orientation is half the load hour pay rate.

How Do I Get Paid?

- You are contracted to teach one or more courses.
- You are paid for **contact or load hours**, which are different than credit hours. Contact or load hours apply to faculty and take into account the number of hours you spend with students each week. Credit hours apply only to students.
- Courses run in “terms.” The College offers several options including full-term (16 weeks), 8 weeks, and 5 weeks. There are also flex terms, which vary in length.

How Do I Get Paid?

- **All contracts are calculated based on the following formula:**
 - # of contact hours x \$51.37/hr. x 16 weeks
 - If you are teaching a shorter term class, the contract is the same amount as an 16 week course.
 - **Example: BMGT 1102 is a 2 contact hour course**
 - 2 hrs. x \$51.37 x 16 wks. = \$1,643.84
 - If you are teaching a full-term course, this amount would be equally divided over 7 or 8 pays.
 - If you are teaching a shorter term course, this amount could be equally divided between 3 – 5 pays. The shorter term courses are dependent upon when the course dates fall within the pay periods.

How Do I Get Paid?

- **Pay Dates**
 - The College issues pay on the 15th and the last day of the month. If the 15th or last day falls on a weekend or holiday, pay is issued the business date before.
 - There are eight (8) pay dates in Autumn and Spring semesters.
 - There are seven (7) pay dates in Summer semester. There is no adjunct pay on January 31 between Autumn and Spring semesters.
 - The first pay date for Autumn Semester is September 30, Spring Semester is February 15 and Summer Semester is June 15.

How Do I Access My Contract

- You will receive an email at your college email address. It will include a link which will take you directly to CougarWeb.
- Please refer to the CougarWeb for Faculty User Guide. There are step-by-step instructions and screen shots to help you.

Sick Leave

- You will receive sick leave hours based on the number of contact/load hours you teach each semester.
- The formula is $1.00 \times \#$ of contact hours.
- Example: $1.00 \times 5 \text{ hrs.} = 5.00$ hours of sick leave
- There is a maximum number of 10 hours of leave per semester.
- Sick leave hours do not accrue from semester-to-semester.

Absences

- **If you cannot attend class, you must notify your department.**
 - Contact your department Chairperson, Lead Instructor/Program Coordinator, or department Office Associate.
- **Complete a Leave Form, available in your department, and forward it to your Chairperson for signature.**

Resources

- **If you have a question about your faculty contract, please contact:**
 - Michele Arnold, Director, Academic Affairs Operations
 - marnold26@csc.edu or 614.287.5844
- **If you have a question about your direct deposit, substitute or meeting pay, please contact:**
 - Payroll Department
 - 614.287.2408