



**PIEDMONT TECHNICAL COLLEGE  
PROCEDURE**

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**TITLE: Employment of Adjunct Faculty and Part-Time Educational Personnel**

**RELATED POLICY AND PROCEDURES: PTC Policy 8-2-1051 Employment of Adjunct Faculty and Part-Time Educational Personnel  
PTC Policy 8-7-1000 Employment Practices**

**DIVISION OF RESPONSIBILITY: Administrative and Academic Affairs**

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July 16, 2013  
Date of Approval by President

November 9, 2023  
Date of Last Review

June 3, 2019  
Date of Last Revision

**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 COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**Administrative Responsibilities**

It is the responsibility of the Offices of Human Resources and Academic Affairs to review and revise this procedure.

**Definitions**

**A. Adjunct Faculty**-individuals employed on a part-time temporary basis, normally semester by semester, to perform instructional duties. Adjunct faculty are considered each semester based on the needs of the college.



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- B. Part-Time Educational Support Personnel**-individuals employed on a part-time temporary basis to work directly with students and/or faculty to facilitate the teaching/learning process.
- C. Part-Time Tutors**-individuals employed on a part-time temporary basis to assist faculty with the instructional process by working in a laboratory setting, with small groups of students, or in private tutoring sessions.

### **Procedure**

#### **A. Guidelines for Employment**

1. All adjunct faculty are required to complete the South Carolina Government application in Neogov and furnish transcripts and/or resume' as deemed necessary for the particular position. Transcripts documenting particular post-secondary courses are required for faculty positions.
2. Applications for employment must be submitted by the deadline established in the job announcement. Interested candidates requesting job posting information are informed that vacant positions are posted on the College's website with detailed instructions on how to apply.
3. A criminal background check is conducted on all new hires. Refusal to sign a release form eliminates the applicant from further consideration for employment.
4. The College reserves the right to perform other background checks in circumstances where it is deemed appropriate to protect the interests of the College.
5. Applicants who provide misleading, erroneous, or deceptive information related to criminal offenses on the application form, resume, or during an interview may be eliminated from further consideration for employment.
6. All criminal background checks are initiated through the Human Resources Office. Results of checks are kept confidential except when it is necessary to determine if a potential employee's employment status may be adversely impacted. The Human Resources Office retains a copy of the background check results and release forms in a secured location.
7. A conditional job offer of employment is extended contingent upon the results of the background check. If the results reflect issues of concern, a final decision is rendered which may result in the termination of employment or rescinding of the original offer.



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8. The College complies with the Fair Credit Reporting Act (FCRA) as it relates to the use of background checks for employment purposes.

**D. Appointment**

1. Part-time 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 State Board for Technical and Comprehensive Education in compliance with Southern Association of Colleges and Schools Commission on Colleges faculty credentialing guidelines (SACSCOC).
2. The hiring official is responsible to insure that the candidate possesses all credentials required for the position being filled. Vita credentials should include official transcripts or other appropriate documentation to substantiate the information reflected on the vita or on the application.
3. Compensation for adjunct faculty of credit curricula is determined by the following:
  - a. Rate of Compensation for Instruction  
Compensation for instruction is determined based on the relationship between assigned courses and level of academic preparation.
  - b. Calculation of Compensation for Instruction  
Contact hours for the term are multiplied by the academic preparation compensation level hourly rate.
  - c. Exceptional circumstances.  
Adjustments may be granted with the approval of the Vice President for Academic Affairs.
4. Continuing Education
  - a. Group I: Part-time instructors who deliver personal interest and recreational courses, such as arts and crafts, general interest, hobbies, sports, etc
  - b. Group II: Part-time instructors who deliver occupational training programs and who have experience or credentials in the subject matter. The program coordinator determines a rate based upon experience and credentials; market rates are used when there is limited instructor availability.



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- c. Group III-College employees who provide training in subject matter directly related to their regular contract.
  - d. Group IV-Professionals teaching in their fields. Market rates apply with the approval of the Vice President for Academic Affairs.
  - e. Instructors/trainers may be paid on per student or per class basis with the approval of the Vice President for Academic Affairs.
  - f. Program coordinators may review compensation rates annually and increase them up to a level consistent with the College increase for academic adjunct faculty, if desired.
  - g. In workshops or special classes within each of the above groups, instructors may be paid per student or per class with the approval of the Vice President for Academic Affairs upon the recommendation of the Associate Vice President of Continuing Education and Economic Development.
4. Tutors are employed on an as needed basis within the prescribed budget allowed by the Vice President for Academic Affairs. Tutors are compensated based on their level of academic preparation. No prior approval is necessary by the Vice President for Academic Affairs.

### **E. Hiring Procedure**

1. Division Dean or the appropriate hiring official upon utilizing the above stated guidelines, forwards, completed adjunct faculty questionnaire, dual employment form (if applicable) to the Office of Academic Affairs.
2. The adjunct faculty member completes the electronic [Part-time/Adjunct New Hire/Rehire process](#).
3. If a dual employment agreement is required for either an adjunct or a current employee of the College, see [Secondary State /Dual Employment 8-2-1000.1](#) for the procedure to be followed.
4. The adjunct faculty acknowledges the course load agreement in FLAC for assigned courses at the beginning of each semester. The pay period for adjunct faculty is the 20th of the month following work completed in the previous month.



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5. If a temporary employment agreement is renewed after the employee has not worked during the previous 12 month period, additional forms will need to be completed for the personnel record.
6. The Employment Agreement for adjunct faculty and other part-time personnel may be canceled due to insufficient enrollment, funding, or poor performance by the adjunct faculty member.
7. Failure to submit transcripts within fourteen (14) calendar days of notification by the Human Resources Office may result in separation of employment.
8. Even though adjunct faculty may be employed for several continuous semesters, part-time personnel are not considered permanent employees.

**D. Supervisory Procedures**

1. The Department Head/Academic Program Director is responsible for providing new adjunct faculty with departmental and academic information in an orientation session according to Supervision of Adjunct Faculty, Guidelines for Coordinators and Department Heads. A faculty mentor for specific courses or areas of expertise may be assigned by departments to assist in the supervision of adjunct faculty for instructional planning and assessment.
2. If necessary, classroom observation of colleagues may be scheduled. Classroom observation of the adjunct faculty member by the supervisors is scheduled throughout the semester. The Faculty Observation Form is used to assess classroom instruction. The form is located in the Faculty Toolbox in Pathway.
3. Adjunct faculty are given the opportunity to attend professional development sessions and other faculty in-service programs appropriate for their area of teaching. Adjunct faculty are compensated at an approved rate for participating in approved professional development session.
4. Adjunct Faculty are required to complete D2L training and Piedmont Education Network (PEN) training before teaching a course delivered on the PEN.
5. Adjunct faculty members must provide students with their contact information.



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**E. Distributing Information**

1. Department Heads/Academic Program Directors direct current adjunct faculty to the Faculty Handbook and other resources.
2. The Department Heads/Academic Program Directors are responsible for making sure all adjunct faculty have a current course syllabus, textbook, and any materials necessary to carry out the responsibilities prior to the first day of class.
3. Department Heads/Academic Program Directors are to invite adjunct faculty to institutional or departmental faculty development programs as appropriate.