

Title: Adjunct Pay for Cancelled Courses	Procedure Number: 4-C	Page 1 of 1
Board Policy or Policies: 4-10, 6-3	Adopted by: Carrie Besnette Hauser, President Date of Last Revision: July 8, 2016	

The purpose of the college's adjunct faculty pay for preparation of cancelled classes is to establish common practices for remuneration to adjunct faculty who were assigned to teach a credit course and the course is cancelled due to low enrollment or is reassigned to a full-time faculty member who must meet workload.

Main Rule: Effective Fall 2016 and all subsequent terms, adjunct faculty who are requested to teach a credit course and the course is cancelled, within seven (7) days of the scheduled start date, due to low enrollment or is reassigned to a full-time faculty member who must meet faculty workload will be paid the rate determined by administration. This flat rate is paid per course.

To receive payment, adjunct faculty must present to the appropriate Assistant Dean of Instruction a copy of the current Course Syllabus, schedule of classes, first day class assignment, and first week class plan, and any other supporting documentation.

If the adjunct faculty member demonstrates appropriate preparation for the course, the Assistant Dean of Instruction will cancel the course and create for processing a Supplemental Contract for the adjunct faculty member whose course was cancelled.

Exceptions: The adjunct faculty pay for preparation of cancelled classes will apply to all cancelled courses with these exceptions:

1. Adjunct faculty who cannot demonstrate sufficient time and effort have been put into course preparation will not be compensated.
2. Courses that are cancelled because an adjunct instructor is unable to teach the course will not be compensated for class preparation.

This procedure will be reviewed and re-evaluated during the summer 2017 Instructional Leadership Team meeting.