



Non-Credit Adjunct Faculty Scales Effective Contracts Beginning July 1, 2024

NOTE: Experience is counted when directly related to professional work or teaching in the course content area. Employ the Experience Calculator to calculate years of teaching and professional experience.

Level 1 **\$49.23 per hour**

Instructors or Curriculum Development Work

Qualifications: Doctorate and 12 years of experience OR 2 Master's Degrees and special certificate and 8 years of experience OR Master's Degree and special certificate and 12 years of experience OR Bachelor's Degree and special certification and 60 credits and 12 years' experience OR Bachelor's Degree and 90 credits and 12 years of experience OR Bachelor's Degree and 24 years of experience.

Note: Notwithstanding the above criteria, all full-time faculty who teach non-credit courses on overload are paid at Level 1.

Level 2 **\$43.79 per hour**

Instructors or Curriculum Development Work

Qualifications: Master's Degree and 30 credits and 12 years of experience OR Master's Degree and special certificate and 8 years of experience, OR Bachelor's Degree and 16 years of experience OR 30 credits of college coursework and 13 years of experience, including at least 4 years of supervisory experience.

Level 3 **\$39.95 per hour**

Instructors or Curriculum Development Work

Qualifications: Master's Degree and 4 years of experience OR Bachelor's Degree and 8 years of experience OR Bachelor's Degree and special certificate (e.g. CPA) and 4 years of experience OR 13 years of experience, including at least 4 years of supervisory experience.

Level 4 **\$37.29 per hour**

Instructors

Qualifications: Master's Degree OR Bachelor's Degree and 4 years of experience OR Bachelor's Degree and special certificate (e.g. CPA) OR 9 years of experience, including at least 2 years of supervisory experience.

Level 5 **\$20.56- \$33.83per hour**

Clinical or Lab Assistants

Qualifications: Bachelor's Degree, OR a combination of experience and education which meets the level required for the course being taught.

Salary placements for non-credit adjunct faculty are made by the Vice President of Continuing Education and Training. The above criteria are normally used to make these placements. However, exceptions may be made for:

1. technical or specialized courses and training requiring market pay and when instruction is funded by market pricing or contract training client;
2. grant funded programs requiring lower pay rates due to funding levels;
3. low revenue-generating programs

Off-Scale Competitive Market Rates

Effective July 1, 2024

Off-scale, market based hourly pay-rates for adjunct faculty, have been established for some program areas due to various factors including: local or regional market rates; limitations of grant funds; limitation of course income due to market restraints; tuition exempt courses; and courses not eligible for State aid. Rates are not subject to automatic increases that coincide with College pay raises. The off-scale pay rates are reviewed periodically by the Leadership Team for changes based on program income, grant fund availability, or regional market rate shifts. The Vice President of CET must approve any changes to the rates.

Grant Funded

Adult Education

- \$28/hr All instructors at time of hire, for year 1 (four sessions), with required professional development hours and satisfactory observation
- \$30/hr Teaching in years 2-5, with required professional development hours and satisfactory observation
- \$32/hr Teaching in years 5+, with required professional development hours and satisfactory observation
- \$25/hr Development time for attendance in professional development and assisting with student registration
- 18.00 Teacher Participation in Student Registration, All Instructors

Health Care

CPR/ACLS

- \$27.17./hr Certified Instructors
- \$21.95/hr Development time for lead instructors (as needed)

Behavioral Health

- \$49/hr Licensed psychologist, social worker or related qualification
- \$54.86/hr Medical doctor

Nursing

- \$53.30/hr RN, Bachelor's degree + 5 yrs experience or Master's degree; **OR**
RN, AA degree + 15 years' experience; **OR**
RN, Diploma + 15 years' experience
- \$48.07/hr RN, AA degree + 5 years' experience; **OR**
RN, Diploma + 5 years' experience

Pharmacy

- \$55.39/hr Doctor of Pharmacy/Pharm.D.
- \$52.25/hr Pharmacist

Medical Doctor/Dentist

- \$55.39/hr Medical Doctor – MD/DO
- \$55.39/hr Dentist – DDS/DDM/DMD

Lifelong Learning

Applied Music Lessons

- \$55.16/hr Instructors

KIDS@Carroll

- \$28.12/hr Instructors

Motorcycle Safety

- \$32.00/hr Certified instructor—exp teaching 4 or more courses
- \$28.43/hr Certified Instructor—exp teaching less than 4 courses
- \$25.01/hr New instructor working toward certification (teamed with certified instructor)

Senior Centers

- \$28.12/hr – new instructors to Carroll, effective August 2018

Technical & Business

IT and High Tech Courses

- \$44.94-47.03/hr teaching standard. Basic/introductory IT courses (Microsoft Suite, e.g.) with proven experience
- \$54.34-64.79/hr teaching advanced courses (SWIFT, AWS, 3D, Drone Tech, Manufacturing e.g.) with advanced experience

Business Consultants and Practitioners

- \$54.34/hr experience in the business field
- Negotiated market rate--- customized contract training courses

Project Developer Hiring and Pay Rate Guidelines

Effective July 1, 2024

Individuals are hired in Continuing Education & Training to assist program managers with course/program creation, development and/or management; faculty oversight; coordination of clinical experiences; and marketing activities. These part-time, non-benefit eligible employees are critical to the success of Continuing Education and Training and play key roles in the growth of new programs and community outreach activities.

Individuals are hired to develop or oversee a particular project or programmatic area(s). The assignment may be short term (i.e. 1-3 months) or longer depending on the nature of the project. Adjunct contracts are executed quarterly for all project developers and are renewable as mutually agreed upon between the supervisor and the employee, and supported by CE&T program and budget priorities. The education and experience of project developers must be commensurate with the duties and responsibilities of the assignment. All contracts and pay rates are approved by the senior directors and the vice president of CE&T prior to hiring.

Adjunct employee contracts are executed on a quarterly basis. Supervisors develop goals and objectives for the work and review progress quarterly. Contracts may be terminated at any time due to performance deficiencies, budget restraints, or changing priorities.

Increases in the pay levels will be reviewed periodically by the vice president and changes made if warranted by local market rates, pay rates at other area community colleges, and College budgetary considerations. Project Developer pay levels are not tied to instructor credentials and pay rates.

Level 1 **\$19.75/hr**

The project assignment requires that the individual can take direction and follow through on specific activities requested by the program manager. This individual "assists" the program manager and works at the specific direction of the manager.

Level 2 **\$27.17-33.44/hr**

The project assignment requires strong organizational and communication skills, knowledge of marketing strategies, and proven ability to work independently to complete the assignment.

Level 3 **\$38.67-43.89/hour**

In addition to the skills required in Level 2, the project assignment requires or gains significant credibility by hiring an individual with a specific professional credential or specific professional experience. Ex: registered nurse, business owner, attorney, professional writer.

***Off Scale** Projects related to corporate contract training may justify higher rates depending on requirements, but must be supported by contract price.