



WCJC Title: **Salary Schedule for Part-Time Noncredit Faculty**

Section D: **Personnel**

Page(s): 3

BASED ON BOARD OF TRUSTEES POLICY

Policy Title: **Compensation and Benefits**

Policy: **DEA**

Subtitle: **Salaries and Wages**

Date Adopted: 8-01-20

Purpose

Provides a salary schedule for part-time noncredit faculty and guidelines for administering the salary schedule.

Procedure

1. Part-time noncredit faculty are hired to teach vocational, avocational, and corporate-type courses or programs.
2. At least once every three years, the Director of Continuing Education (CE) collects comparative data on related workforce compensation and on community college part-time noncredit faculty salaries in the Gulf Coast region. A report of findings is prepared for the Vice President of Instruction (VPI) and Dean of Human Resources who develop recommendations based on these findings. The VPI reports findings and recommendations to the President and Executive Cabinet.
3. Once approved by the President, the salary scale for part-time faculty shall be presented to the Board of Trustees (Board) and approved by the Board prior to implementation.
4. Table 1 shows the pay range per faculty assignment of course type. Table 2 shows the pay range for Kids' College Faculty and Staff.

Table 1: Salary Scale for Part-Time Noncredit Faculty

Instruction Type	Salary Rationale	Low Wage	Medium Wage	High Wage
Avocational	Instructor pay should reflect the amount of specialized knowledge and experience required to effectively teach a course	\$20/hr.	\$25/hr.	\$30/hr.

Vocational	Instructor pay should reflect the amount of specialized knowledge, experience, and education required to effectively teach a course.	\$25/hr.	\$30/hr.	\$55/hr.
Corporate Training	Customized training may require increased specialized expertise and a more defined skill set. Salary may be negotiated based on level of intensity, amount of customization for a course, and required industry experience/certification.	\$30/hr.	\$55/hr.	\$60/hr.
Skills Development Fund Grant	Skills Development Fund projects require instructors to customize courses to meet business needs, deliver training off-site, and develop classes quickly. Rate of pay will vary based on these different factors. Instructor pay for SDF grants must be determined ahead of time and budgeted into the courses during the application process.	\$30/hr.	\$50/hr.	\$62/hr.

Table 2: Salary Scale for Kids' College Faculty and Staff

Position Title	Hourly Wage
Transition Facilitator	\$10/hr.
Nurse/EMT	\$18/hr.
Registration /Office Staff	\$12/hr to \$18/hr.
Shopper	\$18/hr.
Instructor (w/o Texas Teacher Certification)	\$18/hr.
Instructor (w/ Texas Teacher Certification)	\$27/hr.
Transition Facilitator Supervisor	\$25/hr. to \$30/hr.
Instructional Supervisor	\$25/hr. to \$30/hr.

5. Part-time noncredit faculty are recruited by the CE Department or the instructional divisions.
6. Qualified part-time instructors are recommended for appointment to the VPI following the Analysis of Credentials process. Once approved, the CE Department issues a CE Part-Time Instructor Working Agreement (attached) and maintains the agreements within the CE Department.

Date Prepared: 5-13-21 Lac

Revised date:



Wharton County Junior College

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Continuing Education Part-Time Instructor Working Agreement

Account # to be charged: _____ Date: _____

This agreement made and entered into by and between the Wharton County Junior College Continuing Education Department and _____, Banner No. _____, whereas WCJC hereby employs _____ as a temporary and part-time Continuing Education Instructor.

This temporary and part-time position is in the following:

Course Title: _____
Day(s): _____
Time(s): _____
Term(s): _____
CRN(s): _____

The salary for this employment is \$ _____ and covers a period from _____ to _____. The salary for this employment will be subject to the deduction of Federal Income Tax and Social Security or teacher Retirement program or 403b Alternative Retirement program. The total number of hours to be worked is _____ at _____ per hour. Payment will be made on a monthly basis.

This agreement is not a guarantee of employment. Employment is conditional upon required minimum enrollment. I understand the terms of the agreement and will conform to policies and regulations as may be prescribed by law and WCJC.

Signed the _____ day of _____, 20____

Employee Signature

Continuing Education Specialist

Address

City/State/Zip

Continuing Education Director

Telephone

E-mail Address