

# COMMUNITY COLLEGE OF DENVER

Title: Adjunct Instructor Professional Development and Level Adjustment Criteria

Guideline #: INST – 7

Approved: February 4, 2013  
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References: INST 6 – New Faculty Orientation

Approved By: Dr. Everette J. Freeman, President

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## 1. PURPOSE

To establish pay levels for Community College of Denver (College) adjunct instructors for instructional and professional development.

## 2. APPLICABILITY

These guidelines apply to all College adjunct instructors with the exception of Concurrent Enrollment Faculty, and full-time faculty for overload payments.

## 3. DEFINITIONS

- a. Adjunct Instructor – Instructor who teaches at least one transcribed course at the College and who is not currently on contract as a full-time faculty member.

- b. Concurrent Enrollment Faculty – High school teachers who are approved to teach college level credit courses on behalf of the College.

#### 4. GUIDELINES

- a. Pay Levels

The College has developed a three-tiered pay structure for adjunct instructors and full-time faculty teaching overloads that provides additional compensation based on their teaching tenure at the College. Initial placement of instructors for the 2012-13 academic year will be determined using the guidelines outlined below. For adjuncts hired before fall of 2012, if professional development records do not exist for past years, two (2) additional semesters of teaching experience at the College will substitute for the required professional development. All new hires, as of fall of 2012, will have to complete the required professional development hours. Teaching experience at other colleges will not count toward teaching time at the College. Adjunct instructor pay levels criteria are as follows:

- i. Level One:

All adjunct instructors begin at the College as a Level One Instructor. Within sixty (60) days of the first census date of their instruction, they must complete the New Faculty Orientation (please refer to guideline INST – 6 New Faculty Orientation). New Faculty Orientation (Orientation) is taught by the Teaching Learning Center (TLC) and TLC communicates the names of those faculty who successfully complete the orientation to Human Resources, the faculty member, and their respective department chair and dean.

1. To move to Level Two, a Level One Instructor must, in addition to the New Faculty Orientation, also complete the following:
  - a. Six college semesters of teaching at the College which must represent a minimum of 18 credit hours or 270 contact hours; and,
  - b. Six hours of professional development approved by their respective department chair.

ii. Level Two:

1. Instructors who are at Level Two and wish to advance to Level Three pay must complete the following:
  - a. At least two additional college semesters of teaching at the College which must represent a minimum of 24 credit hours or 360 contact hours; and,
  - b. 30 hours of professional development (15 in pedagogy and 15 in their content area) approved by their respective chair.

Nothing in these guidelines should be construed as a guarantee of employee. All level adjustments are contingent on re-hire.

Actual pay rates change from time to time. Please refer to Human Resources for updated information on pay rates.

It is the instructor's responsibility to initiate the process of level change by completing the first section of the Adjunct Instructors Level Change Request Form (HR-40). The instructor must then route the form to their department chair to verify they have met all the requirements for the level increase requested. The chair will contact the TLC to verify the instructor has met the required Orientation criteria and any other TLC approved professional development courses taken to advance to the next pay level. The department chair must also verify, through documentation, the completion of any outside professional development that may qualify under the criteria for level advancement. The department chair will then sign the request and forward the completed Adjunct Instructors Level Change Request Form, with all supporting documentation, to Human Resources HR who then confirms dates of employment and previous level changes. Notification of level changes must be received by Human Resources no later than May 18<sup>th</sup> of each year. Level adjustments are made effective at the start of each fall semester. Level adjustments will not be made retroactively.

iii. Responsibilities

1. Adjunct Instructor

- a. Keep records of all appropriate professional development hours completed. Copies of these must be made available to their department chair, TLC or Human Resources when requested.

- b. Communicate with their chair when they believe they qualify for a level change and initiate the process through the use of the Adjunct Instructors Level Change Request Form. This communication should begin no later than March 1<sup>st</sup> to ensure that all paperwork can be completed and verified in a timely manner.
- 2. Department Chair
  - a. Verify all professional development hours are accurate and appropriate for the level adjustment.
- 3. Teaching Learning Center
  - a. To provide accurate and complete information to Human Resources, faculty members, and department chairs about completed Orientations and TLC approved professional development opportunities. This communication will occur at the end of every semester.
- b. Professional Developmental Pay

The College is committed to providing its faculty with various professional developmental training opportunities and in certain cases will compensate faculty to attend in-house training sessions. The College will provide compensation as follows:

- i. Adjunct Instructors
  - 1. Are paid to attend and successfully complete Orientation at a flat rate determined by the College.
  - 2. Are paid for participation in professional development at the faculty hourly rate, provided they have no other full-time employment at the College.
  
- ii. Technical Professional/Administrative/Classified
  - 1. Are not paid additional compensation above their regular job for participation in professional development. Professional development training may be taken during the employee's regular work schedule when approved by their supervisor.
  
- iii. Full-Time College Faculty
  - 1. Are paid for participation in professional development at the faculty hourly rate when they are off contract.
  - 2. Are not paid for professional development hours while on contract.