**Fall- First Paycheck=End of September**

**Part-Time Faculty Compensation Schedule**

**Spring-First Paycheck=End of February**

**Process to hire a new adjunct faculty member:**

PRIOR to submitting an SIA:

1. Submit the following to Rita McGuire in the Dean’s Office:
   1. resume/vitae
   2. original transcripts showing highest degree earned
   3. credentials form <http://www.wku.edu/academicaffairs/forms/pt_faculty_credentials_form.pdf>
   4. Send all hiring documents for an individual at the same time. Do NOT request a faculty member to send a transcript directly to the Dean’s Office—it needs to come with the CV and credentialing form.
2. Complete the following with HR:
   1. Request an 800#
   2. Submit a Request for Background Check (<http://www.wku.edu/hr/hiringtools.php> ) The position number for part-time faculty members is FP9999.

Submit the SIA AFTER:

1. The faculty member shows up in the academic affairs credentialing database. Check the database here:

(<https://intranet.wku.edu/php/prod/HR/ptf/PTF_MAINT_RO.php>).

1. The background check is returned with no adverse records.

BEFORE the part-time faculty member enters the classroom, he or she must complete:

1. Tax withholding forms in HR
2. Complete the I-9 in HR

**Process to hire a continuing adjunct faculty member:**

1. Ensure the adjunct faculty member is credentialed for the specific course they are going to teach by checking the database: <https://intranet.wku.edu/php/prod/HR/ptf/PTF_MAINT_RO.php>
2. Submit the SIA

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| --- | --- | --- | --- | --- | --- |
| **GRADE** | **Per 1 hr** | **Per 2 hrs** | **Per 3 hrs** | **Per 6 hrs** | **Per 9 hrs** |
| Grade I  Employees in this category should hold at least the bachelor’s degree and have a minimum of 3 years of related experience OR hold the master’s degree. | $564 | $1128 | $1,692 | $3,384 | $5,076 |
| **Grade II**  Employees in this category should hold at least the master’s degree and have 3-5 years teaching experience OR have other special training and experience related to the teaching position. | $613.33 | $1226.66 | $1,840 | $3,680 | $5,520 |
| **Grade III**  Employees in this category should hold at least the master’s degree and have 5 years or more teaching experience, hold other degrees or certifications (Ed.S., CPA, CPE, etc.) or special qualifications, or hold the doctorate. | $712 | $1424 | $2,136 | $4,272 | $6,408 |
| **Grade IV**  Employees in this category should hold the doctorate or appropriate terminal degree for their field and have a minimum of 7 years teaching experience or other special qualifications applicable to their teaching role. | $760 | $1520 | $2,280 | $4,560 | $6,840 |

\* Faculty who have fully retired and have emeritus/a status from WKU shall be paid a stipend of $4,500 per 3 hour class.

**Calculating experience for part-time:**

1. One year teaching full-time in another college or university equals 1 year.

2. One year teaching full-time at the secondary or elementary level equals ½ year.

3. One year in government, business or industry equals ½ year.

4. One year as a graduate **teaching assistant** equals ½ year.

5. Teaching 12 hours as a part-time faculty member equals 1 year.

The maximum number of courses a part-time faculty member may teach is 9 hours. The nine hours may be distributed among/between campus, community college, and regional campus locations, but total number of hours taught may not exceed 9 hours. Full-time staff who are teaching are limited to 3 hours per semester.