Part-Time Faculty Compensation Schedule

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:
   a. resume/vitae
   b. original transcripts showing highest degree earned
   c. credentials form http://www.wku.edu/academicaffairs/forms/pt_faculty_credentials_form.pdf
   d. 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:
   a. Request an 800#
   b. Submit a Request for Background Check (http://asaweb.wku.edu/php/prod/Forms/BCR1.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://asaweb.wku.edu/php/prod/ZEE/ZEE_MAINT_RO.php.
2) 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://asaweb.wku.edu/php/prod/ZEE/ZEE_MAINT_RO.php
2) Submit the SIA

<table>
<thead>
<tr>
<th>GRADE</th>
<th>Per 1 hr</th>
<th>Per 2 hrs</th>
<th>Per 3 hrs</th>
<th>Per 6 hrs</th>
<th>Per 9 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade I</td>
<td>$564</td>
<td>$1128</td>
<td>$1,692</td>
<td>$3,384</td>
<td>$5,076</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>Grade II</td>
<td>$613.33</td>
<td>$1226.66</td>
<td>$1,840</td>
<td>$3,680</td>
<td>$5,520</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>Grade III</td>
<td>$712</td>
<td>$1424</td>
<td>$2,136</td>
<td>$4,272</td>
<td>$6,408</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>Grade IV</td>
<td>$760</td>
<td>$1520</td>
<td>$2,280</td>
<td>$4,560</td>
<td>$6,840</td>
</tr>
<tr>
<td>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.</td>
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</tbody>
</table>

* 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.