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

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.