

Part-Time Faculty Compensation Schedule and Hiring Guide

Potter College of Arts & Letters

- All part-time and temporary faculty members must be credentialed according to [Policy 1.112V](#)
- The maximum number of hours a part-time faculty member may teach is 9 hours per semester. The 9 hours may be distributed among/between departments and campuses, but the total hours may not exceed 9 hours per semester.
- Full time staff teaching have other conditions that may apply. See Full-Time Staff Teaching Assignments [Policy 1.517V](#)
- The first paycheck for Fall SIAs is the end of September. The first paycheck for Spring SIAs is the end of February

Hiring NEW Part-Time Faculty	REHIRING Part-Time Faculty
<ol style="list-style-type: none"> 1) All credentialing documentation must be received in the Dean's Office at the same time. Do NOT ask potential faculty members to send a transcript directly to the Dean's Office—it needs to come with the CV and credentialing form. Submit a completed credentialing packet to Rita McGuire in the Dean's Office: <ol style="list-style-type: none"> a. resume/vitae b. original transcripts showing highest degree earned c. credentials form 2) Complete the following with HR: <ol style="list-style-type: none"> a. Request a WKU ID b. Submit a Background Check Request. The position number is FP9999. 3) After the credentialing packet is approved, the faculty member shows up in the academic affairs Credentialing Database. 4) At this point the faculty member may be added to Banner as the instructor of record. 5) Once the background check is returned with no adverse records, submit a Special Instructional Assignment Form. The faculty member and department head must sign the SIA before sending the SIA to sia.pottercollege@wku.edu 6) BEFORE the part-time faculty member enters the classroom, he or she must complete: <ol style="list-style-type: none"> 1) Tax withholding forms in HR 2) Complete the I-9 in HR 	<ol style="list-style-type: none"> 1) Ensure the part-time faculty member is credentialed for the specific course they are going to teach by checking the Academic Affairs Credentialing Database. 2) If there has been a lapse of employment for a period greater than one year, submit a Background Check Request. The position number for part-time faculty members is FP9999. Ensure the faculty member's I-9 is still valid by contacting HR. 3) Submit a Special Instructional Assignment Form. The faculty member and department head must sign the SIA before sending the SIA to sia.pottercollege@wku.edu

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.