

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

**PROCEDURE NUMBER:** 6-1-601.7.1

**PAGE:** 1 OF 2

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**PROCEDURE TITLE:** ADJUNCT FACULTY LONGEVITY  
COMPENSATION

**REVISION NUMBER:**

**OFFICE OF  
RESPONSIBILITY:** HUMAN RESOURCES

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March 28, 2018

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**PRESIDENT**

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**DATE**

**PURPOSE**

To outline procedures governing execution of adjunct faculty longevity compensation

**PROCEDURE**

The President of the Technical College of the Lowcountry authorizes an increase to the compensation for personnel classified as adjunct faculty. Longevity compensation for adjunct faculty recognizes a steadfast commitment and excellence in service to the College by these instructors. Eligibility for this compensation is conditional and shall be based on criteria detailed in this procedure.

Adjunct faculty are part-time instructors employed by the Technical College of the Lowcountry to teach credit-bearing courses or attached clinicals and labs.

Criteria.

1. Start date for determining adjunct faculty eligibility: January 2013.

2. Semesters. Eligible adjunct faculty must serve 12 semesters with no more than a one-year (3 consecutive semesters) break at any time over the period of service, i.e. the adjunct faculty member must be contracted to instruct the immediate semester that follows a 3 consecutive semester break or risk forfeiting eligibility.
3. Laboratory & Clinical. Human Resources (HR) Director will monitor employment of adjunct faculty relative to the criteria established in this procedure. Deans within the Academic Affairs Division shall track contact-hours-with-students performed by adjunct faculty while assigned to clinical and/or laboratory settings and reconcile information with HR.
  - a. A minimum of 40 contact hours = 1 semester.
  - b. South Carolina state employees who are retired are eligible for this compensation contingent upon their meeting the criteria.
  - c. TCL full-time faculty members assigned overload classes are not eligible for this compensation.

Longevity Compensation. Adjunct faculty meeting the criteria outlined above shall receive a compensation increase of \$100.00 for administrative duties per semester.

Execution.

1. This procedure will go into effect on 1 July 2018.
2. Adjunct faculty longevity records will be reconciled between Academic Affairs and Administrative Services each semester.
3. Faculty determined as having met the criteria for longevity compensation will have an additional \$100.00 added to the subsequent contract.
4. Longevity compensation will be disbursed equally over established pay periods.
5. An adjunct faculty's eligibility for additional compensation will be reviewed every 12 semesters once the criterion has been met.

Authority. The President of the Technical College of the Lowcountry retains the authority to execute, revise, temporarily suspend, or cancel implementation of this procedure.