

TO: Adjunct Faculty
FROM: Human Resources
SUBJECT: Adjunct Faculty Contracts – REVISED 2/11/15

In an effort to ensure timely payment to adjunct faculty (AF), this information is being distributed with all contracts.

Prior to teaching your first assignment, all paperwork, including the VCCS Employment Certification Form (VECF) and a background check, MUST be completed. Contracts should be in place with all approving signatures, including the AF's signature, prior to the first day of class. If the start date of your first class is scheduled and you do not have a contract, please contact the appropriate office below. If there is a question about whether or not your class will make, you may not receive your contract until that issue has been resolved. Please work with your division dean/coordinator to verify your contract and/or class.

SWCC Procedures for Preparing and Processing AF Contracts:

- After an AF is assigned to teach a course, a contract is prepared by the course division/department;
 - Tammy Austin - 964-7306 - Humanities, Soc. Science, Nat. Science, Math, Health Care Tech.
 - Mandy Harris - 964-7277 - Business, Engineering & Industrial Technology
 - Ginger Robinette - 964-7392 - Humanities, Soc. Science, Nat. Science, Math, Health Care Tech.
 - Brenda Robinson - 964-7242 - Community, Workforce & Economic Solutions Office
 - Edna Sizemore - 964-7369 - Community, Workforce & Economic Solutions Office
 - Christina Rimmer – 964-7246 – Coordinator of Academic Outreach & Dual Enrollment
- Once prepared, the contract is forwarded to the VP of Academics & Student Services Office for the VP's signature of approval;
- The VP of Academics & Student Services Office forwards the contract to the Human Resources Office where it is date stamped, checked for accuracy, entered into a tracking database, and mailed to the AF;
- Upon receipt of the contract, the AF signs the original and mails it back, along with the VECF, to the VP of Academics & Student Services Office. It is critical that you return your contract and VECF form as soon as possible to avoid delays in payment.
- The VP of Academics & Student Services Office date stamps the contract and forwards to Human Resources Office for payroll processing.

Payroll Information:

Once the Payroll Office receives the signed ***original*** contract, it is processed for pay.

- Upon receipt of the contract, Payroll determines the number of pay periods available until the last day of the course;
- If the contract is received LATE, the number of pay periods is adjusted by how many remain in the contract time frame;
- There is one pay period per month, the 16th, but the contract must be received by the end of the prior month (30th/31st) in order to be processed by the 16th of the following month.

PLEASE NOTE, NO PAYMENT WILL BE MADE UNTIL THE ORIGINAL CONTRACT IS RECEIVED BY THE HUMAN RESOURCES OFFICE. To view adjunct faculty pay schedule go to <http://sw.edu/humanresources/> then under publications, see the adjunct pay schedule.