



# DONNELLY COLLEGE

608 N. 18<sup>th</sup> Street | Kansas City, KS 66101 | donnelly.edu

## A. Adjunct/overload pay rate

The adjunct/overload pay rate for the 2011- 2012 school year is \$555/credit hour. A class is considered 'full' with ten (10) students. Classes that run with fewer than ten students will be paid on a prorated basis; that is 1/10 of the pay per student enrolled. Adjunct faculty with fewer than ten students in a class will have the option of not teaching the class for the reduced amount.

In the event a class is new, the class may be considered full for pay purposes if the Provost/Vice President for Academic Affairs decides to offer it with fewer than ten students.

Classes that are directed study: \$250.00 per student for 3 hr course, i.e. CE 104, CE 186, CE 189.

## B. Adjunct pay schedule (Contact Lorrie Townsend, [townsend@donnelly.edu](mailto:townsend@donnelly.edu) or 913-621-8751)

All adjunct pay will start the second month of the semester through the last month of the semester with the exception of summer which pay begins the first month. Adjunct pay is processed on the second pay period during the month. See Donnelly web-site for [pay dates](#).

**8 week class** - Split in two payments, pay ½ second month of the semester and pay ½ the third month of the semester.

**16 week class** - Split into four payments, pay ¼ second month of the semester, pay ¼ third month of the semester, pay ¼ fourth month of the semester, and pay ¼ the fifth and final month of the semester.

**Weekend classes** - Pay in full the first adjunct pay period following the last day of class.

## C. Other Adjunct Responsibilities (Contact your supervisor or Amber Bloomfield-Martinez, Registrar, [amber@donnelly.edu](mailto:amber@donnelly.edu) or 913-621-8733)

- 1) A course outline must be on file in the "Self Service" Course Section (Contact: Jaime Fuentes, Coordinator of Academic Computing, [jfuentes@donnelly.edu](mailto:jfuentes@donnelly.edu) or 913-621-8789)
- 2) Grades must be maintained where appropriate and submission of final grades to the Registrar's Office by the stated deadline is imperative. Failure to do so may result in non-reappointment.