

Section: Adjunct Faculty Compensation for Canceled Contracts

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Sponsoring Unit/Department: Office of the Provost

Adjunct Faculty Compensation for Canceled Contracts

Purpose

Pima Community College recognizes the value of Adjunct Faculty. Every effort is made to ensure data-informed scheduling and to minimize last minute class cancellations. However, there are rare occasions when classes are canceled or staffing is changed at the last minute.

When a class is canceled, often the Adjunct Faculty assigned to that class has already done some work preparing for that class.

The College is committed to providing fair compensation for Adjunct Faculty when a class is canceled. The payment described below is a recognition of hours worked toward the scheduled class.

This policy establishes guidelines and sets expectations for compensating Adjunct Faculty when their contracts are canceled prior to the start of the class due to factors beyond their control.

Scope

This policy applies to all Adjunct Faculty or Full-time Faculty on an Adjunct Faculty/overload contract who have been assigned on the [Schedule of Classes](#) to teach in a given semester.

Class Preparation Phase

The Class Preparation Phase is defined as the ten-day span of time in which an Adjunct Faculty would be paid, in the event their scheduled class is canceled. This is the span of time in which work is expected from an Adjunct to prepare materials for the class.

The Class Preparation Phase can have a different span of time when a discipline or division decides to set a different time span. Programs or disciplines that need a Class Preparation Phase other than 10 days must establish this in advance and have approval from the Division Dean or designee. Class Preparation Phase durations should be kept on record in the Division Dean's office.

Criteria for Cancellation

Classes may be canceled or reassigned for reasons including low enrollment in the class, budgetary constraints, to support existing policy, or other unforeseen circumstances.

Classes may be canceled or reassigned at any time..

Eligibility for Compensation

Classes that are canceled or reassigned by the College within the Class Preparation Phase are subject to compensation for the assigned Adjunct Faculty.

No evidence of work accomplished is required to receive compensation. However, Adjunct Faculty may be asked to share some or all of that work to help with division planning.

Notification

Regardless of compensation eligibility, Adjunct Faculty Members will be notified of a class cancellation as soon as possible. The notification will include the reason for the cancellation and the amount of compensation that will be provided, if any.

Compensation

Adjunct faculty members whose contracts are canceled during the Class Preparation Phase will receive \$150.00. This is intended to compensate for time the adjunct actually worked.

Rationale

Those with power to cancel a class will have the incentive to do so prior to the day the Adjunct would most likely begin working on the class.

Adjuncts will have incentive to not begin working on the course until the last day the class is likely to be canceled.

Therefore this policy minimizes how often Adjunct Faculty will be surprised by a late cancellation and minimizes how often the College would need to pay Adjuncts for this.

The earlier that cancellations are enacted:

- Gives students more time to consider their options.
- Increases the Adjunct's options.
- Helps Divisions with more options for staffing classes.

Concerns Regarding Missing or Delayed Compensation

Compensation will be initiated by the Department Head and should follow a timely structure. However, If an Adjunct Faculty has concerns regarding missing or delayed compensation for canceled class, they should first contact the Department Head.

If the Adjunct feels this has not resolved the issue, they may contact Division Dean.

The Employee Service Center (ESC) may serve as support for EPAR delays or concerns.

Review and Update

This policy will be reviewed annually and updated as necessary to ensure that it remains relevant and is serving the stated purpose.

Process Sequence

1. The Department Head or Dean decides to cancel the class.
2. The Adjunct is notified of the cancellation, including the reason for cancellation and the amount of compensation, if any.

3. If the date of cancellation is on the 10th day prior to the start of classes, or any later time prior to the class start (or a different Class Preparation Phase already on file in the Dean's office):
 - a. An EPAR will be initiated to pay the Adjunct \$150 of the amount their contract would have given.
 - b. Division support Staff are notified to create an EPAR.
 - c. Division support Staff generates Adjunct Faculty Contract Status and Full-Time Faculty Contract Status Reports, which are Audited.

For example, say the first day of classes is the 15th. If the class is canceled on the 5th, 6th, 7th, etc., then the EPAR would be created.