



ADJUNCT INSTRUCTOR ORIENTATION CHECKLIST

The information below has been explained to the employee by the Human Resources Department.

- **Pay Schedule Per Class**
 - Doctorate in field of teaching (3 credit hours): \$1800.00
 - Masters in field of teaching (3 credit hours): \$1650.00
 - Doctorate in field of teaching (4 credit hours): \$2400.00
 - Masters in field of teaching (4 credit hours): \$2200.00
 - Bachelors in field of teaching (3 credit hours): \$1500.00
 - Physical Education Classes (1-3 hour classes): \$1125.00
 - Orientation Classes (1 credit hour classes): \$1250.00
- **Career Tech, Adult Education and Nursing Adjuncts are paid on an hourly basis (Range \$17.68-\$26/hour)**
- *exceptions to this pay schedule to be determined by the Vice President of Instruction**
- **Number of payments**
 - Spring Term (4): February, March, April, May
 - Fall Term (4): September, October, November, December
 - Summer Term (3): June, July, August
 - Mini-Term Classes are paid over 2 months
- **Pay day** (all employees are paid on the last working day of the month)
- **Online Orientation Requirement**

All new employees are responsible for completing "New Employee Orientation". This online training can be accessed via Lawson's website under the *Human Resources* tab (on the main page). You have 30 days from the time of hire to complete the training.
- **Emergency Operation Training**

All new employees are required to complete the Emergency Operation Training included in the "New Employee Orientation". This online training can be accessed via Lawson's website on the Human Resources page. This training is provided by the Lawson State Police Department. After reviewing the Emergency Operation Training PowerPoint and watching the videos. Employees are required to acknowledge that they have completed the training.
- **Importance of Checking LSCC Email**

All employees are responsible for checking LSCC email daily (M-F) to ensure a 24 hour response time. Faculty who teach online should check email at least once over the weekend as well. Email is the primary means of communication between the college and the employee and between the employee and students. Information regarding letters of appointment and other important information will be sent to your LSCC email address).
- **Blackboard**

All faculty members are responsible for maintaining their online Blackboard course resource accounts. Faculty members are required to post assignments, homework, announcements, handouts, PowerPoints and grades in Blackboard weekly. If a class is cancelled, an alternative assignment is required to be posted in Blackboard as well as an alert announcement.
- **Attendance:** Faculty members are responsible for posting accurate student attendance in MyLawson, Faculty members must submit their attendance by the end of the first week each term. Attendance should be updated with changes as soon as possible.

- **Class Cancellations**
Class cancellations should be avoided and are *strongly discouraged* at the college. If you are faced with an emergency and have to cancel class, alert your students via Blackboard and seek approval (to cancel) by your Department Chair. If you teach at night, you should also alert the Evening Coordinators. All cancellations at LSCC must be reported. NOTE: Employees who cancel class without notification or have high cancellation rates (exceeding two any given term) are subject to non-renewal of teaching contracts.

- **Appointment Letter (LOA) (i.e., when distributed-signature required)**
The Human Resources Office will make every effort to provide appointment letters for signature at least 10 days before payroll is processed. An e-mail notification will be sent to your LSCC email address when appointment letters are available. All employees are responsible for reviewing appointment letters for accuracy and signing the appointment letter before payroll is processed. If you fail to review and/or sign your appointment letter, it could result in a delay of payment. Additionally, unsigned appointment letters may result in disciplinary action.

- **9 credit hour teaching load**
Adjunct instructors may teach up to 9 credit hours per semester at one institution in the Alabama Community College System and up to 12 credit hours between two or more institutions.

- **Employee Certification Form 2 year colleges**
Adjunct instructors are required to report employment within all 2 year colleges each semester.

- **Retirement**
The Alabama Teacher's Retirement System requires LSCC to withhold retirement contributions from any Adjunct Instructors earnings who is currently employed by a participating agency and contributing to Alabama Teachers Retirement.

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

Upon completion, make a copy for the employee. The original should be filed in the personnel file.
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