



ADJUNCT INSTRUCTOR MANUAL

JACKSON COLLEGE
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Employment Status

Jackson College utilizes the services of a third party provider for the majority of the adjunct instructors. Therefore, although you are teaching at Jackson College you are employed by a third party, EDUStaff, LLC.

Active retirees of the Michigan Public School Retirement System (MPSERS) may be employed directly by the college if the terms of their retirement prohibit employment by a third-party providing a core service to a participating MPSERS reporting unit.

In addition some adjunct instructors who were teaching for Jackson College when the transition to EDUStaff occurred (Fall of 2014) were retained on the College's payroll in order for them to vest in the MPSERS system and/or reach retirement age. These special circumstances have been communicated, in writing, to each eligible adjunct.

Limits on Adjunct Instructor Hours

The college limits assignments of adjuncts to teaching assignments to no more than nine (9) contact hour per semester. For adjunct faculty who are assigned to only non-classroom work, the limit is a maximum of 25 clock hours per week. For adjunct faculty who are assigned to both classroom and non-classroom responsibilities the limits are prorated (see chart below).

Classroom Contact Hours	Non-Classroom Clock Hours
0	25
1	22
2	19
3	16
4	13
5	10
6	7
7	4
8	1
9	0

E-Mail Communication

Jackson College utilizes the JC email address that is issued to each adjunct to communicate important information. Adjunct instructors are expected to regularly access their College issued e-mail and to utilize it when conducting JC business including communicating with students.

Office Hours/Contact Information

Adjunct instructors are expected to be available to assist their students outside of class when possible. Adjuncts shall announce their availability for conferences and provide their contact information to students enrolled sections they are teaching including their Jackson College email address. The instructor may also provide their home, mobile or work phone numbers to students.

Professional Development & Resources

Jackson College recognizes the important role that adjunct instructors play in the delivery of instruction to our students. Therefore, the college provides resources and professional development opportunities specifically designed for adjuncts. The Coordinator of Innovative Instruction is available to assist adjunct instructors to access these resources. Call ext. 8285 for assistance.

Adjunct Certification Process

Adjunct instructors may participate in a voluntary certification process in order to achieve and maintain Master Adjunct status. For specific certification requirements visit the JC Academic Deans [website](#).

Tuition Grants

Earning Tuition Grants

Adjunct instructors holding Master Adjunct status earn tuition grants that can be used to enroll in any regularly scheduled credit JC classes. Tuition grants are not earned when teaching Lifetime Learning (LTL) and Corporate & Continuing Education (CCE) courses. The tuition grant will be the value of the credit hours (not billing contact hours) taught. For example a Master level adjunct teaching a three (3) credit course will receive three (3) hours of tuition grant. Master adjuncts who are paid on a clock hour basis will receive one (1) hour of tuition

grant for every 48 hours worked in a semester. Master Adjuncts who are working regular hours in labs may also receive up to 8 tuition credits per semester (1 hour of tuition credit for every 48 hours worked). Tuition credits are posted after the end of each semester.

The maximum number of tuition grants that may be accumulated is fifty (50). If an adjunct has the maximum accumulation no further grants will be posted until some have been utilized.

Using Tuition Grants

The tuition grant may be used by the adjunct instructor, their spouse, or their children (natural and/or legally adopted) provided that the children are the instructor's dependents (as defined by IRS regulations). The grant may only be used to enroll in Jackson College credit courses (excludes LTL and CCE courses). The instructor may utilize the tuition grant to enroll in one LTL HPF fitness activity course each semester.

The grant covers tuition only any fees (course, flight, etc.) are the responsibility of the student.

Adjunct instructors who do not hold Master status (see certification process) do not earn tuition grants. Adjuncts who lose Master Adjunct status may utilize tuition grants on file however no additional credits will be posted.

Expiration of Tuition Grants

Tuition credits will expire two (2) years after the end of the last class taught for Jackson College. If the adjunct later returns to teaching for Jackson College, the adjunct must meet the requirements for the Master level before earning tuition credits. Any forfeited credits will not be reinstated.

Evaluation

Adjunct instructors will be evaluated by their students each semester. A summary of the evaluations will be prepared by the Director of Innovative Instruction. Copies of the summaries will be shared with the instructor, the supervising Dean and the Department Chair.

Compensation

Schedule of Payments

Adjunct instructors are paid every two weeks. The adjunct pay calendar is available on the JC Payroll office website. The number of pays that the compensation for a section is spread across will vary based on the dates the class meets so the amount per pay may also vary from semester to semester.

Every effort is made to pay adjuncts on a timely basis. The first pay for a class will not begin until after the drop/add period for that class and the final pay will occur after the end of the class. The final payment may be withheld until all required work for the course has been completed including the submission of student grades.

Adjuncts employed by EDUStaff must complete the EDUStaff on-boarding process.

Adjunct Pay Rates

Adjunct pay rates are specified in Appendix A.

Compensation for Participation in Professional Development Activities

Adjunct instructors who attend an orientation, convocation, or other professional development activity offered by the College will be compensated at \$15.50 per hour.

Using e-services

Adjuncts performing non-classroom work submit their hours utilizing the web time entry which is available by going to the JC website and logging into e-services with your JC Username and Password. Web time must be submitted for the supervisor's approval by 5:00 PM on the last Friday of each pay period. Time not submitted for approval by the deadline will not be paid until the pay date following submission.

Classroom adjuncts can review their compensation for each assigned course section by going to My Stipends on the Employee Menu in e-services.

Appendix A

Adjunct Instructor Pay Rates

Employed by EDUStaff LLC	Adjunct	Master Adjunct
Classroom (BA or Nursing A.D.N)	\$44.00	\$48.00
Classroom (MA or PhD) or Nursing BSN	\$47.00	\$51.00
Nursing or Allied Health Clinical-Associate Degree (per clock hour)	\$38.00	\$42.00
Nursing or Allied Health Clinical-BA, MA or PhD (per clock hour)	\$41.00	\$45.00
Non-Classroom-BA (per clock hour)	\$28.00	\$32.00
Non-Classroom-MA, or PhD (per clock hour)	\$29.00	\$33.00

Employed by JC with MPSERS Contribution*	Adjunct	Master Adjunct
Classroom (BA or Nursing A.D.N)	\$39.00	\$44.00
Classroom (MA or PhD) or Nursing BSN	\$40.00	\$45.50
Nursing or Allied Health Clinical-Associate Degree (per clock hour)	\$32.00	\$37.00
Nursing or Allied Health Clinical-BA, MA or PhD (per clock hour)	\$34.00	\$38.50
Non-Classroom-BA (per clock hour)	\$21.00	\$26.00
Non-Classroom-MA, or PhD (per clock hour)	\$23.00	\$28.00

Employed by JC – MPSERS Retirees (no MPSERS contribution)	Adjunct	Master Adjunct
Classroom (BA or Nursing A.D.N)	\$42.00	\$47.00
Classroom (MA or PhD) or Nursing BSN	\$44.00	\$49.00
Nursing or Allied Health Clinical-Associate Degree (per clock hour)	\$36.00	\$40.00
Nursing or Allied Health Clinical-BA, MA or PhD (per clock hour)	\$38.00	\$41.00
Non-Classroom-BA (per clock hour)	\$26.00	\$30.00
Non-Classroom-MA, or PhD (per clock hour)	\$27.00	\$31.00

*remaining with JC to reach vesting or retirement age and Tier II adjuncts (see LOA with JCC Faculty Association)