

Policy

The College Shall Develop Procedures For Compensation For Services Rendered To Continuing and Professional Education Programs.

1. The rate of compensation for services rendered to continuing and professional education programs shall be established when the proposal for each program is approved by the President.
2. The rate of compensation for teaching in continuing and professional education programs shall be determined through one of the following:
 - A. For programs of general interest and/or need, the compensation (honorarium) shall not exceed \$50. For those programs calling for greater than a \$50 honorarium, a special request shall be made to the Vice President of Academic and Students Affairs for his and the President's approval.
 - B. Where possible and for programs containing three or more sessions, the salary will be established by pro-rating the faculty overload salary at the appropriate rank where established.
 - C. When using individuals who have not adjunct or full-time status and do not meet the classification stated in Section 2A above, a rate of \$10 to \$12.50 per hour shall be established per qualification and effort necessary as determined by the Dean of Continuing and Professional Education.
 - D. Biographic information of all continuing and professional education instructors, not regular or co-adjunct faculty, shall be kept on file by the Dean of Continuing and Professional Education.

ADOPTED: February 25, 1974

Revised: April 22, 1996

Revised: August 24, 1998

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