



## 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  
 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  
  
**\*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)
- **Importance of checking LSCC email**  
 (all employees are responsible for checking LSCC email. This is the primary means of communication between the college and the employee. Information regarding letters of appointment and other important information will be sent to your LSCC email address)
- **Appointment Letter (LOA) (i.e., when distributed-signature required)**  
 The Human Resources Office will make every effort to provide LOA's for signature at least 10 days before payroll. An e-mail notification will be sent to your LSCC email address. Please make every effort to sign your LOA by the deadline stated in the email. Unsigned appointment letters may result in disciplinary action.
- **9 credit hour teaching load**  
 Adjunct instructors may teach up to 9 credit hours 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.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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