



## Adjunct Pay Policy

The following information is Golden Gate University's policies for adjunct faculty. Pursuant to Section 515.7 of the California Labor Code, Golden Gate University classifies adjunct faculty as exempt employees when they are assigned a course. In addition, to the California Labor Code, adjunct faculty are governed by the Faculty and Employee Handbooks.

### Adjunct Compensation

Adjunct pay is calculated using a per credit unit schedule. The total course fee amount is calculated based on the number of classroom hours taught per unit. The total amount represents the preparation, grading, office hours, student interactions, required meetings related to the course, trainings that are conditions of employment, and other duties and minimum requirements that are part of course-related work.

Units	Per Credit Unit Amount for 2024	Total Amount for 2024
1 unit	\$1833.33	\$1833.33
2 units	\$1833.33	\$3666.67
3 units	\$1833.33	\$5500.00
4 units	\$1833.33	\$7333.32
Doctoral Courses (4-units)	\$1833.33	\$7333.32
Independent Study/Clinical	Pay rate is determined based on credit value	
Other rates may be offered as determined by the Dean		

Payments for the course fee are made semi-monthly following the payroll calendar, provided during the onboarding process. Payments will begin on the first pay period following the start date of an instructional contract and the last payment will be on or before the last date of the contract. To ensure adequate time for preparation and grading, the start date of the contract will begin 5 weeks prior to the first day of the term and will end 1 week after the last day of the term. This applies to all courses scheduled in any term as indicated on the [academic calendar](#). Contracts for courses scheduled in a 15-week term will be paid out over 21 weeks in substantially equal installments on GGU's regular dates of payroll, and contracts for courses scheduled in 7.5 weeks will be paid out over 13.5 weeks in substantially equal installments on GGU's regular dates of payroll.

The course fee is based on the number of units taught during the stated time period and is paid in equal installments over the course of the contract. Therefore, no work may be performed prior to the start date listed in the contract or after the end date of the contract.

**Contract Termination and Course Cancellation Policy for Adjunct Faculty**

Under limited circumstances, a course teaching assignment may be canceled or changed due to low enrollment. If the course does not meet minimum enrollment requirements, the program or department chair will contact you to confirm the instruction method and you may receive an amended contract and/or course cancellation payment, that is pro-rated as set forth in the in the schedule below.

The cancelation fee schedule for adjunct faculty below is calculated using 21-weeks (including preparation weeks) for courses scheduled in the 15-week term.

Week of Cancelation	1-unit	2-unit	3-unit	4-unit
Week 1 of contract	\$87.30	\$174.60	\$261.90	\$349.21
Week 2	\$174.60	\$349.21	\$523.81	\$698.41
Week 3	\$261.90	\$523.81	\$785.71	\$1047.62

The cancelation fee schedule below is calculated using 13.5-weeks for courses scheduled in the 7.5-week term.

Week of Cancelation	1-unit	2-unit	3-unit	4-unit
Week 1 of contract	\$135.80	\$271.60	\$407.41	\$543.21
Week 2	\$271.60	\$543.21	\$814.81	\$1086.42
Week 3	\$407.40	\$814.81	\$1222.22	\$1629.62

**Faculty Teaching Responsibilities:**

Faculty do not need to accept a contract but may reject a contract if it is believed to be incorrect. Faculty who receives a contract but who cannot fulfill the contract must let Academic Affairs know at least one month prior to the start date of the contract so that alternative arrangements can be made.

During the period of the contract, faculty are expected to prepare for their teaching assignment by updating the course syllabus, ensure the course book requirements have been communicated to the department staff, ensure that all course materials have been updated as needed, and perform any administrative duties such as grading assignments, communicating with students on topics related to the course, and submitting final grades on or before the last day of the contract.

All faculty are subject to the applicable terms and conditions of employment established by the Faculty Handbook. All faculty members should prepare conscientiously for class and employ teaching methods appropriate for the subject matter and objectives of their courses. At a minimum, the faculty member is expected to meet a class punctually and regularly and to assess the quality of the students' work by appropriate means and must evaluate student performance in accordance with university policies. The faculty member is expected to communicate in a respectful and professional manner with other faculty, administrators and students. The faculty member is expected to report at-risk students, those who are not demonstrating the ability to be successful in the course, as well as instances of academic dishonesty in accordance with university policy.

Throughout the duration of the contract, faculty are expected to attend new faculty orientation (if needed) and complete any assigned training from Human Resources or the respective academic unit. This is considered part of course-related work.

### **Non-instructional Work Assignments**

A Non-instructional work assignment is defined as work that is not a part of a teaching contract. Non-instructional work assignments such as developing course materials (unrelated to a course under a teaching contract), tutoring, or participating on a committee.

Under Section 515.7 of the California Labor Code, adjunct faculty are considered exempt employees when they have an active instructional contract. If a faculty member has a teaching contract, they may perform the non-instructional work assignments for an additional fee when the dates for the non-instructional work to be performed are within the date range of the teaching contract.

In the case where an adjunct is asked to perform non-instructional work assignments without an active teaching contract, they will be paid hourly as a non-exempt employee and it will be the responsibility of the adjunct faculty to submit complete and accurate weekly timesheets to payroll, refrain from overtime (over 8 hours per day or 40 hours per week) unless authorized in writing in advance and to take meal and rest periods in accordance with the policies in the employee handbook.

The compensation associated with non-instructional work assignments does not follow the same requirements as for instructional contracts and therefore, compensation can vary, depending on the nature of the assignment. The dates, nature of the assignment and the rate of pay will be communicated in writing prior to the start of the non-instructional work assignment.

### **Intellectual Property**

Intellectual property created by faculty or staff working on University research, course and curriculum development, or other University projects, is owned by the University if it is created either:

within the scope of University employment, including work under University grants and contracts with third parties; or

with significant use of Golden Gate University Resources.

If you need assistance at any time, please contact your supervisor or respective School's Administration.

**Employee Policies and Handbooks can be found on GGU4YOU [here](#)**