

Adjunct Committee Pay Procedures

1. Adjunct responds to committee service request via email. Discusses with Department Chair/Coordinator as a courtesy.
2. VP of Academic Senate will contact adjunct about acceptance to committee upon approval from SOC. The Division Dean and Dean's Admin Assistant will be Cc'd. The following information is to be included on the email:
 - a. Which committee
 - b. Length of term
 - c. How often it meets
 - d. # of hours per meeting
3. The Administrative Assistant will prepare the hire form. If serving a committee appointment of 2 years, **the Hire Form must be re-submitted each year** (the annual cycle is July 1-June 30).
 - a. Note: Deans and Admin Assistants can always refer to the Academic Senate webpage to verify committee membership on Academic Senate and Senate Officers Committee (click Senators link), and to the Committees link on the intranet for the other eligible committees under the blue Committees Membership tab. You may also contact the Academic Senate Vice President as well.
4. Upon approval of the hire form, the adjunct must do the following weekly (or after each committee meeting) for pay:
 - a. Get Time Verification Form initialed each meeting by Committee Co-Chair. (Form can be found on Academic Senate website under Part Time Committee Pay.)
 - b. Deliver Verification form to Dean's Office.
 - c. Log into Workday to submit timesheet (you can do this from home now). See Time Entry Document for directions. (Found on Academic Senate website under Part Time Committee Pay.)

Important

*Time must be entered in Workday before the pay period ending, which is typically the 10th of each month. Failure to do so will lock you out for that month, and you will have to contact Human Resources in order to get your time entered.

*DO NOT SELECT ADJUNCT CUYAMACA under Position. Select **Academic Senate** regardless of the actual committee you are serving on. If you prefer, you may enter your specific committee name in the comments section.
Also, under Time Type, select Non-Classroom Hours.

Note Part-time faculty can get up to 2 hours of flex time per semester for serving on a Cuyamaca committee. However, these 2 hours cannot also be claimed for payment. Please do not "double dip".

The following is a list of the committees to be compensated as approved by the Academic Senate and mutually agreed upon by the President's Extended Cabinet.

Committee	Length of Term	How Often it Meets	# of Hours Per Meeting	# of Hours Per Month
Administrative Program Review & Planning	Two Years	Monthly	1 Hour	1
Academic Senate	One Year	Bi-Monthly	1 Hour 45 Minutes	3.5
Curriculum Committee	Two Years	Bi-Monthly	2 Hours	4
Executive Program Review & Planning	Two Years	Monthly	1 Hour	1
Institutional Effectiveness Committee	Two Years	Bi-Monthly	1 Hour 30 Minutes	3
Instructional Program Review & Planning	Two Years	Bi-Monthly	2 Hours	4
Professional Development	One Year	Monthly	1 Hour 30 Minutes	1.5
Senate Officers Committee	One Year	Weekly	1 Hour 30 Minutes	6
Student Services Program Review & Planning	Two Years	Monthly	1 Hour 30 Minutes	1.5
Student Success & Equity Committee	Two Years	Monthly	2 Hours	2
11.4 of Faculty Contract pg 55				
Part time faculty who are approved either by a college administrator or academic senate president to perform shared governance committee service shall be compensated for such service at a rate equal to step one (1) of the				
Non-Classroom Activities Performed by Part Time Staff salary schedule. Faculty must present documentation of the				
committee assignment. Hours must be recorded on an hourly timesheet and submitted through the appropriate				
dean's office in accordance with the district's monthly payroll timeline.				