



Process Name • Part-Time Faculty Supplemental Pay Process

Overview of the Part-Time Faculty Supplemental Pay Process

Purpose: To allow compensation for part-time faculty's professional development and support of discipline activities to further the college's goal of increasing student success.

CNM Way Expert: Vice President for Education and Learning

Functional Units Involved: Vice President for Education and Learning (VPEL), Deans, Associate Deans, Part-Time Faculty, Academic Technical Assistants (payroll responsibility)

Beginning of Process: Deans or designees approve the activity.

End of Process: Part-time faculty is compensated for participation.

Process: The request to participate in allowable activities must be in writing (an email will suffice) and must state the participant's name, project, and project duration.

Approval must be obtained in advance of participation. (may depend on school)

Acceptable uses:

- Maximum of 4 hours
 - School meetings
 - Department/discipline meetings
 - Orientation activities for new hires
 - NEO phases II and III
- Maximum of 12 hours for Instructional or Professional development
 - Program specific trainings
 - Required training related to course or program content or curricular changes
 - New Faculty Institute sessions for new part-time faculty hired within the last 2 years
 - CNM Conference on Teaching and Learning
 - Convocation
 - Faculty Focus Day
 - CTL workshops, trainings, or promoted activities offered during the regular term or during intersession
 - Framework for Quality Education Badge Program
 - Collaborative Self-Review for approved **consensus** and **template** courses
 - Discipline curriculum and textbook/resources committee work
 - Participation on discipline faculty hiring teams
 - Participation in outreach and recruitment activities to support discipline

Unacceptable uses:

- Professional and Industry trainings/certifications required for an employee to obtain their position.
- Professional and Industry trainings/certifications required to maintain qualifications of their position.
- Collaborative Self-Review for **individual** courses.
- Trainings/certifications unrelated to a PT faculty teaching position.
- Non-credit online certifications I and II to be eligible to teach online.
- Anything that is a requirement when hired, for example, safety and antiharassment training.
- Payment to FT staff who teach PT or FT faculty who teach overloads.
- Regular attendance at on-going college meetings unless pre-approved by the VPEL. (governing board, presidents council, etc.)

The process for payment:

- All hours are approved by the Dean or designee.
- A sign-in sheet, email, or badge-in report is kept for each meeting or event and used to track the hours used.
- School representatives keep track of hours used by PT Faculty. For those PT who teach in more than one school, they may need to reach out to other school administrators to avoid exceeding the allotted 16 hours.
- The Academic Technical Assistant in charge of payroll will:
 - Compute total time and enter on the sign in sheet.
 - Create a Workday One-Time Payment and attach any supporting documentation such as a sign-in sheet, email, or badge in reports.
 - The One-Time Payment authorization will route to the appropriate approvers.

Signature Collection: Dean or designee approval

Form Distribution:

Request (email or pre-approval form)

AA Sign-In Sheet, email, or badge-in report (or other form of acknowledgement)

CTL post approval form (in-house post approval form)

Activity Tracked/Results: Part-Time Faculty participation in allowable activities

Last Reviewed/Improvements made: September, 2024