

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

HUMAN RESOURCES

SUBJECT: COMPENSATION

REVIEWER(S): President*
Provost
Dean of Student Affairs and Enrollment Management
Program Chairs

POLICY

The College strives to compensate all teammates equitably and competitively in accordance with the market. Consideration is given to the level of academic and experiential preparation and past performance. Contractual arrangements with Atrium Health are utilized to access professional human resources and compensation expertise. Compensation recommendations are discussed with the president prior to an offer being extended.

PROCEDURE

- A. The College maintains appropriate compensation for all positions through regular internal evaluations and external market analyses conducted by Atrium Health Human Resources compensation specialists.
- B. Compensation for new teammates is subject to adjustment within the approved range based on required education and relevant experience. Generally, new teammates are offered an additional 1% to 3% of the base salary for every year of relevant experience (note exceptions below).
- C. Additional increases into the position salary range may be offered based on specialized or high-demand experience and/or additional educational attainment that is related to the position, provided reasonable salary parity is maintained among other teammates with comparable experience and education. Experience or education irrelevant to the position may not be credited. Marginally related experience or education may be credited at a reduced rate. In all cases, the hiring manager works with the talent acquisition representative to identify the salary range to be offered to the new teammate.
- D. Requests to start a new teammate over 20% into the range require approval by the president to human resources management. This approval ensures the maintenance of internal salary equality within the college.
- E. When college staff assume additional responsibilities, consideration will be given to current responsibilities, the length of time required for assuming additional responsibilities, the level of responsibilities, and other variables impacting work when determining if and what additional compensation is provided.
- F. When college faculty assume additional responsibilities, current workload is evaluated to determine whether additional compensation is warranted. If the additional assignment(s) exceeds the maximum workload range, the faculty will receive additional compensation. The amount of additional compensation will be calculated based on the adjunct faculty pay table below.
- G. Compensation for adjunct faculty is based on assigned semester course workload rather than the salary formula described above. Faculty members are compensated for instruction, regular office hours, course administrative work, attendance at faculty meetings, and other assigned duties. New faculty will be compensated for orientation activities, new course preparation, and other system- and college-assigned requirements, as appropriate. Pay rates based on education and teaching experience are listed in the table below.

Related teaching experience	Payment per course (for 3-credit course)
Adjunct Faculty II (Master's degree)	
0 to <1 year teaching	1,900
1 to 2 years teaching	2,000
3 to 4 years teaching	2,100

>4 years teaching	2,200
Adjunct Faculty III (Doctorate in discipline-related field)	
0 to <1 year teaching	2,200
1 to 2 years teaching	2,300
3 to 4 years teaching	2,400
>4 years teaching	2,500

- H. A pro-rated compensation rate may be offered to an adjunct faculty member when it is determined a course will be offered with enrollment below established minimums. The pro-rated compensation rate for the course is 10% of the adjunct pay for the course per student up to 100%.
- I. Compensation for adjunct faculty who are existing Atrium Health teammates is based on their current salary rates. Overtime pay rates may apply for non-exempt teammates if hours worked for the college exceed the standard full-time hours of the primary position for the teammate.
- J. Faculty members teaching non-credit courses are paid based on hourly rates commensurate with similar job families. A concurrent rate may be set up with other business units within the college or Atrium Health.
- K. Existing teammates who earn additional education related to the position may receive a 3-5% increase in current salary level, as approved by the appropriate college leader.
- L. Compensation matters not addressed in this policy (e.g., transfers of current Atrium Health teammates) default to those of Atrium Health.
- M. The Compensation policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

Carolinas College:

ACADEMIC - [Course Enrollment Size](#)
HUMAN RESOURCES – [Faculty Workload](#)

Atrium Health:

[HR 1.03 Career Growth & Job Posting](#)
[HR 6.05 Performance Reviews](#)

Related 2018 SACSCOC Standard(s)

- 5.5 Personnel appointment and evaluation
- 6.3 Faculty appointment and evaluation