



ADJUNCT REFERRAL PROGRAM AND QUESTIONS

The **Adjunct Referral Program** is a new program that is a part of the strategic plan to attract diverse and talented employees. Current full-time, part-time, adjunct, and dual credit employees are encouraged to recruit and refer. Employees are encouraged to be actively involved in the recruitment of adjunct instructors for East Central College by sharing the employment opportunities through social media and word of mouth.

The ECC employee receives a \$100 incentive if the individual referred is hired and the individual hired as an adjunct instructor will receive a \$100 incentive. The program will start June 15, 2021 and run through June 30, 2022.

Adjuncts are part-time instructors responsible for providing effective learning experiences in the classroom and laboratory for students with diverse interests, abilities, and expectations. Adjuncts are needed to teach day and/or evening classes at the main campus in Union, Rolla North, Rolla Main, and/or online.

ELIGIBILITY (Referral Program effective June 15, 2021 – June 30, 2022)

Who is eligible to participate in the referral program?

Current full-time, part-time, adjunct, and dual credit employees are eligible to participate in the program.

Who can be referred?

- An individual who is not currently employed with the College.
- An individual who is a new applicant for the position (does not have an application on file).
- A former employee of the College who hasn't worked for five years or more at the time of application.

Can a hiring manager/supervisor make a referral for the department/division?

Yes. However, if the referral is a direct report, the hiring manager will not be eligible for the referral incentive. For this referral program, faculty with program coordinator, program director, or department chair duties are eligible for the incentive.

What types of positions are eligible for the referral program incentive?

Adjunct Instructors. The program is for employee recruitment of adjunct instructors for the Main Campus, Rolla, and online.

Who is not eligible for the referral incentive?

The following positions are not eligible for the incentive: College President, Vice Presidents, Deans, and the staff of Human Resources.

How many referrals can I make?

There is no limit to how many candidates an employee can refer. The referral is position specific and a one-time referral reward per person per position. The referred applicant must list the employee's name on the application for the employee to qualify for the incentive.

Can the candidate list more than one employee as the referring employee?

No. The candidate will only list one employee to be recognized for the referral. The first person who shared the job opportunity should be reported as the referring employee.

How does the candidate inform Human Resources of the name of the ECC employee who did the referring?

The individual must list the referring employee's name as part of the initial application in HireMoJo. The referring employee's name cannot be added later or turned into Human Resources. Only one (1) name of a current employee may be listed on the application materials as the person making the referral.

How does the employee inform Human Resources of the referral?

The employee is not required to inform Human Resources. Human Resources will run a referral report from HireMoJo. Please note for the employee and candidate to be eligible for the incentive, the candidate must record the name of the referring employee at the time of completing the application.

REWARDS

What is the incentive for participating in the referral program?

Reward Level 1: Employees who are eligible for the program will be entered into a monthly prize drawing if an individual that was referred applies for a position and met the minimum job qualifications but was not hired. Applicant must list current employee's name as the referring person when applying.

What is the prize drawing incentive?

The prize drawing will be for a \$25 reward.

When will my name be entered into the drawing?

An employee's name will be entered into the monthly prize drawing in the month following the application of the referred person.

Reward Level 2: \$100 Reward or full-time employees may choose a paid personal day instead of the \$100. The referring employee must be a current employee on the hire date of the referred employee to be eligible to receive the monetary reward or if applicable, the paid leave day for full-time employees.

- The full-time employee will choose between a \$100 reward or a paid personal day when the individual referred is hired.
- The part-time employee will receive a \$100 reward when the individual referred is hired.

Is the \$100 incentive taxable?

Yes, the incentive is taxable to the employee receiving the incentive.

When is the incentive paid to the current employee?

The current employee will receive the \$100 reward within 10 working days of the start date of the new employee.

When is the incentive paid to the new adjunct employee?

The new adjunct will receive the \$100 reward within 10 working days of the start date.

ADJUNCT INSTRUCTORS

Adjuncts are part-time instructors responsible for providing effective learning experiences in the classroom and laboratory for students with diverse interests, abilities, and expectations. Adjuncts are needed to teach day and/or evening classes at the main campus in Union, Rolla North, Rolla Main, and/or online.

What is the pay for an adjunct instructor?

Adjuncts are hired on a per-semester basis and are paid between \$630 to \$670 per credit hour based on the level of degree obtained.

What are the qualifications/degree requirements for an adjunct instructor?

Courses in the Arts and Sciences Division require a minimum of an earned master's degree in the subject area to be taught or related field. Community college teaching experience is preferred. (Arts and Sciences disciplines include English, Humanities, Social Sciences, Mathematics, Education, Science & Engineering, and Fine & Performing Arts).

Courses in the Career and Technical Education Division may require a minimum of an earned associate's, bachelor's, or master's degree in the subject area to be taught or related field. Industry experience and certifications may be required depending on the course. Proven industry experience may be substituted for an associate degree. Please refer to job posting for degree requirements.

Courses in the Health Science Division may require a minimum of an earned associate's, bachelor's, or master's degree in the subject area to be taught or related field. Industry experience and certifications may be required depending on the course. Proven industry experience may be substituted for an associate degree. Please refer to job posting for degree requirements.

How do I know what Adjunct openings are available?

You can view the job openings page under Human Resources. <https://www.eastcentral.edu/hr/employment-opportunities/>.

How does a person apply for an adjunct instructor position?

Please go to the Human Resources job opening page to review the adjunct openings. In the job posting, an individual can click on the *apply here* button.

Who is responsible for hiring adjunct instructors?

The division Dean is responsible for interviewing and making the hiring recommendation for adjunct instructors for their division to the Vice President of Academic Affairs.

Are adjunct instructors eligible for ECC tuition waiver?

Yes, adjunct instructors are eligible for a tuition waiver for six credit hours during the semester immediately following completion of their assignment as an adjunct instructor, unless otherwise approved by Human Resources.

How long will the College retain a candidate's application material?

Application materials are kept on file for at least two years.

QUESTIONS

Who should I or the candidate contact with questions?

You can contact Human Resources at 636-584-6712 or wendy.hartmann@eastcentral.edu.

Program Notes: Program review will be on a fiscal year basis to keep the program current and to make sure it is working appropriately for the campus. The program can be discontinued anytime during the fiscal year based upon the availability of budgeted funds for the program.