College of Health Professions
Academic Hires (Temporary Instructional Hires)

POLICY
All hiring of faculty on a temporary basis for the purposes of teaching is required to adhere to MUSC, CHP and departmental policies and procedures. This policy stipulates that the prospective instructional faculty will:
  o Be offered an appointment;
  o Be paid according to the departmental Sliding Fee Schedule commensurate with the person’s academic degree, level of experience, and nature of activity (lecture or laboratory instruction);
  o Be required to sign a Letter of Agreement, which outlines the scope of work and the fee to be paid by the respective instructional program. This letter is approved by the Chair of the Department and signed by the Dean of the College.

PROCEDURE
1. Program Director identifies the individual and completes the TEMPORARY INSTRUCTIONAL HIRE FORM (excel template).
2. The Chair approves the temporary hire.
3. The Business / HR Manager prepares the Memorandum of Agreement.
4. The Chair proofs and initials the Memorandum of Agreement before it leaves the office.
5. The individual (addressee) will sign and return the letter; this forms the contract for the person to teach a specific course, or to engage in a specific number of laboratory instructional hours on behalf of the Department, at a specific rate of pay.

PAYMENT MECHANISMS
Before finalizing an agreement with the prospective instructor, the Program Director, in collaboration with the Business Manager and Chair will agree upon the appropriate payment mechanism.
  o Speaker: The “speaker fee” is available for the occasional instructor, e.g., 1 or more hours, up to a maximum of $2500 within any semester, whereby the total fee is commensurate with the scope and nature of the instructional effort. (Those on MUSC payroll within past twelve months must be paid through payroll.)
  o Temporary instructional hire: The temporary faculty member will be paid through MUSC payroll. This is true regardless of whether the person is already employed by MUSC/MUHA or is an adjunct/visiting professor. An MUSC/MUHA temporary faculty member may use this mechanism if they wish to be paid directly, thereby supplementing his/her regular salary. NOTE: MUSC’s HR has specific requirements for temporary faculty hires, which the individual must complete before they engage in teaching in Health Professions, e.g., online OSHA training.
  o Internal Institutional Transfer (IIT): The temporary instructor agrees not to be paid directly. Instead, the Health Professions will transfer the agreed-upon fee directly to the MUSC/MUHA department, based on a prior agreement between the Chair/Manager of that respective department and the Chair of the Department of Health Professions.
CLASS SCHEDULING
For MUSC/MUHA instructors who are paid directly, classes will be scheduled at times external to the person’s regular working hours. All exceptions must be pre-approved by the person’s primary Chair/Manager in the collaboration with the Chair of the Department.