



THE UNIVERSITY OF THE WEST INDIES, MONA
OFFICE OF THE CAMPUS REGISTRAR
HUMAN RESOURCE MANAGEMENT DIVISION

DID YOU KNOW ?

Interesting facts about the Adjunct/Part-time Academic Staff

Did you know.....

1. The rates for Adjunct/Part-Time Academic Staff are as follows:

- a. Laboratory Demonstrator - \$477.25 per hour
- b. Computer Lab Technician - \$477.25 per hour
- c. Peer Leaders - \$477.25 per hour
- d. Tutor - \$1334.00 per hour
- e. Assistant Lecturer - \$1334.00 per hour
- f. Lecturer - \$1776.75 per hour
- g. Senior Lecturer - \$2225.25 per hour
- h. Professor - \$2663.40 per hour

- 2. Part-time payments are made in four equal monthly installments based on total teaching hours for the semester beginning September for Semester I and February for Semester II?
- 3. Heads of Department are required to verify the teaching assignments prior to preparation of contracts and in time for the first payment?
- 4. Contracts may only be issued to part-time staff who appear on the teaching load (Student Administrative System)?
- 5. Employment data for part-time staff may only be uploaded for payment after personal data (NIS, TRN etc.) are submitted to the HRMD?
- 6. After contracts are issued and the data is uploaded, adjustments to payment may only be made at the end of either Semester ?
- 7. Full-time academic staff who wish to teach in another department should first seek the approval of their substantive Head of Department?
- 8. Senior Administrative, Professional, Administrative or Technical staff who wish to teach during normal work hours ,i.e. 8:30 a.m. to 4:30pm, must seek approval and arrange with his/her Head of Department on how he/she will compensate for lost administrative hours?

LOOK OUT FOR NEXT MONTH'S EDITION OF "DID YOU KNOW?"