

Policies for Course Load and Faculty Compensation for Summer 2008

General Rules

The rules in this document only apply to faculty members who were classified as full time during the immediately preceding academic year, except for those specifically addressing part-time faculty.

All faculty will be paid according to this schedule with the exception of approved variations which are reported by the dean of the school to the office of the VPAA in writing.

Undergraduate courses with fewer than 10 students and graduate courses with fewer than 7 students will be permitted only **for extenuating circumstances related to student needs**. Requests for such courses must be approved by the dean and the approval forwarded to the office of the VPAA.

Maximum Compensation Rules

Maximum compensation for full-time faculty members is limited to a maximum of 1/3 of the prior academic year salary.

The **maximum number of seats** in a course will be determined by the seat limits in the same courses during the preceding fall and spring.

The **maximum compensation** will be based on the actual enrollment of the class after schedules are deleted for non-payment and the re-registration period has ended. See minimum compensation below.

Minimum Compensation Rules

The **minimum compensation** for a given course will be based on the enrollment in that course at noon on Friday, May 16, 2008.

Faculty will be compensated at **3.00% of contract salary per credit hour**.

For a full class, this means:

(Annual base salary) (Credit hours) (.03) = payment for that class

Here is an example:

Professor Smith has a base contract salary of \$50,000. He is teaching a full 3-credit-hour undergraduate course. His payment for that course will be:

$$(\$50000) (3) (.03) = \$4500$$

Minimum Class Size for Compensation at 3.00%

	Lecture Enrollment	Lab Enrollment
Undergraduate	19	16
Graduate	12	12

Courses that do not meet the above minimum enrollments are prorated at the following rates:

	Lecture	Lab Enrollment
Undergraduate	1/19 th of 3.00%	1/16 th of 3.00%
Graduate	1/12 th of 3.00%	1/12 th of 3.00%

Here is an example of a prorated course:

Professor Smith has a base salary of \$50,000. He is teaching a 3-credit hour undergraduate course with 11 students. His payment for that course will be:

$$(\$50000) (3) (.03) (11/19ths) = \$2605.26$$

Cross Listed Courses

In the case of a cross-listed course where there are students at only one level (undergraduate or graduate), the course shall be considered a single course and the professor will be paid according to the established rules.

In the case of a cross listed course where there are both graduate and undergraduate students attending, the following formula will apply:

Where U = Undergraduate students
G= Graduate students

$$(U) + (G*1.5) = \text{Total Students}$$

Weighted Average Classes

A faculty member with weighted average class size of 23 or more can receive the 3.00% compensation rate for all courses regardless of individual class size.

Weighted average size is defined as (total student-credit-hours in all courses taught by the faculty member) divided by (total credit hours being taught by the faculty member).

Here is an example:

If Professor Smith is teaching one 3-hr course with 12 students enrolled, plus a 2-hr course with 42 students enrolled, he would have a weighted average of:

$$[(3*12) + (2*42)] / (2+3) = 24$$

So this faculty member would be paid for 5 credit hours at 3.00%, or a total of 15% of academic year salary.

The use of weighted averaging is valid only when applied the total compensated teaching load of a faculty member.

Teaching Load

Then normal teaching load for faculty members teaching undergraduate courses shall be 10 credit hours. The normal teaching load for faculty members teaching graduate courses shall be 8 credit hours. Exceptions up to 12 credit hours must be approved by the dean and reported to the office of the VPAA.

Part Time Instruction

Part-time instruction will be paid at the following rates:

	Minimum Per Credit Hour	Maximum Per Credit Hour
Graduate Courses	\$900	\$1080
Undergraduate Courses	\$600	\$900

Exceptions to this table of payment must be approved by the dean and reported to the office of the VPAA.

Laboratories

The following special considerations will be given for laboratories:

- a. Lab sessions will be compensated independently of the lectures in a course.
- b. Each 2-hr laboratory will be compensated as 1.00 credit hour.
- c. Each 3-hr laboratory will be compensated as 1.30 credit hours.
- b. If a given course has multiple laboratory sections, then compensation for each laboratory section will be subject to the rules for class size and prorating. (E.g., a 3-3-4 course has 25 students, 16 in lab section A and 9 in lab section B. Lab A would pay the max rate of 3.00% for 1.30 cr hrs. Lab B would be prorated at 9/16 of 3.00% for 1.30 cr hrs. Note that, although this is a 4-credit course, the faculty member would actually be paid for 5.5 credit hours, 1.30 cr hrs of which would be prorated.)

Commitment Date

The first day of class for summer, 2008, will be Monday, May 19.

The latest date for faculty to commit to teaching a course for summer 2008 will be Friday, May 16.

If, by May 16, the assigned faculty member has not notified the department chair that he or she will not teach the course, the chair will assume a commitment. If notified that the faculty member will not teach the course, the Department Chair will make alternative arrangements for instruction or cancel the course.