

Faculty Compensation Guidelines (Part-Time, Overload and In-Load) for Fall and Spring

I. General

Part-time faculty and full-time faculty who teach **on- and off-campus** and/or on an overload basis provide an essential service in meeting the academic needs of students. The following guidelines outline how faculty in this status will be compensated and the procedures that will be followed. The guidelines specifically apply to:

- Part-time faculty teaching on- or off-campus
- Full-time faculty teaching on- or off-campus on an overload or in-load basis

These guidelines will be effective beginning with the Spring 2014 semester. Guidelines for faculty and staff teaching on an in-load and overload basis, and minimum enrollment goals are outlined in Appendices A & B.

II. Hiring Procedure

When hiring full- and part-time faculty, Eastern Kentucky University adheres to the credential requirements in Policy 4.6.1, Determining Qualifications for Faculty Teaching Credit-Bearing Courses, which is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). See Appendix C.

The following procedure should be followed for hiring part-time faculty and full-time faculty teaching in an overload or in-load status.

Department chairs post part-time faculty positions via OES and recommend candidates for hire through OES once interviews have been conducted. Background checks on new part-time faculty are completed once a candidate is selected for hire through OES. Once a department has been notified the candidate has successfully completed the background check by Human Resources, a contract may be initiated for the faculty member. The chair sends the completed contract to their dean for final signature prior to submission of the contract to Human Resources. **In order for faculty to be paid on the scheduled dates below, it is important contracts are received by Human resources by the first day of classes. Contracts received after this deadline will be processed, but payment on the first schedule pay date of the semester is not guaranteed.** If this occurs, the faculty member will be paid on the next available pay date (provided all required employment forms have been completed). In order to ensure a candidate is processed in a timely manner, including completion of the background check, it is recommended that the department post the part-time faculty position well in advance of the beginning of the semester. Establishing a part-time faculty pool is a good option for recruiting part-time faculty candidates throughout the year.

The first scheduled pay date is September 15 (tentative date for Fall) and February 15 (tentative date for Spring). For forms received after the deadline (the first day of classes) by Human Resources, the instructor will not receive a pay check until September 30 (tentative date for Fall) and February 28 (tentative date for Spring) and the amount will be divided over the remaining pay dates.

NOTE: Any instructor not employed within the last year must be processed via the OES and complete employment paperwork in the Division of Human Resources on/before the first day of work **before** a pay check will be issued.

FORM

Terms of Employment and Assignment for Part-Time, Overload, and In-Load Faculty Form
(use white form for on-campus; use green form for off-campus*)

DISTRIBUTION

College Dean, Provost**, Payroll

Banner: SIJTOEA

**Signature of the Executive Assistant to the Provost for Policy and Process is required only for courses taught as an overload and for part-time faculty whose qualifications require justification (See Appendix C).

III. Base Stipend

After the budget is approved by the Board of Regents, a new minimum salary scale (see below) will be announced each summer (July 1) for the upcoming academic year by the Provost . Each college dean is responsible for the distribution of part-time funds allocated to their college. The salary for part-time instructors is based on the highest degree held in the field of teaching.

2014-2015 Part-Time Faculty Rate (per 3-hour course) as approved by the Board of Regents on October 28,2013

Doctoral - \$3,200
Masters - \$2,600
Bachelors - \$2,100

IV. Additional Compensation: Travel Expenses

Per Regulation 6.1.3, Travel Requirements and Procedures, travel to/from home and the faculty member's regular university work station is not a reimbursable expense. Full-time faculty members who travel from their regular university work station to teach at another EKU teaching site may be reimbursed in compliance with Regulation 6.1.3. Part-time faculty will not be reimbursed for commuting to an EKU teaching site. Full-time and part-time faculty will not be reimbursed for meals if travel time is required to get to an EKU teaching site. For more information on the tavel regulation, go to:

http://www.policies.eku.edu/sites/policies.eku.edu/files/policies/travel_requirements_regulation_409_13_pres_approve_-1.pdf.

V. Part-Time Faculty Teaching Load

The normal teaching load for part-time faculty is as follows:

- Fall Semester - 9 credit hours or less (no more than 6 credit hours preferred)
- Spring Semester - 9 credit hours or less (no more than 6 credit hours preferred)
- Summer Semester - 9 credit hours

Part-time faculty teaching more than 9 credit hours in the fall, spring or summer semesters must receive prior approval from the appropriate college dean and the Provost.

VI. Suggested Revisions To These Guidelines

Questions or suggestions for revisions to these guidelines should be forwarded to the Executive Assistant to the Provost for Policy and Process, CPO 30A.

Appendix A: Faculty/Staff Teaching in an Overload or In-Load Status

Overload Status

Full-time faculty are not permitted to teach an overload (see Regulation 4.7.3, Faculty Workload) except in emergency situations when student needs are not being met. In such emergencies, no more than one class (or three-hour equivalent) overload will be permitted during an academic year (August-May). Overloads are not permitted for Summer session. It should be noted that teaching overloads in some disciplines are prohibited by their accrediting agencies.

Signature of the Provost is required for all courses taught as an overload.

In-Load Status

An in-load form (contract) is used for full-time faculty who are teaching an extended campus course within their normal teaching load.

Administrators/Staff

All full-time administrators/staff who teach courses during work hours will do so as part of their normal responsibilities and not for extra salary compensation. For classes taught outside work hours, administrators/staff can be paid the part-time/overload rate.

Non-Exempt Employee

If a department/division hires a non-exempt employee to teach a course in addition to their normal 37.5 hour work schedule (this would also apply to temporary hourly employees), a time card must be submitted to the Payroll Office every two weeks and that department/division will be required to pay these individuals for overtime. Overtime for non-exempt employees is defined as hours actually worked in excess of 40 hours per work week. Sick leave and vacation do not count as hours worked

Submission of Time Card to the Payroll Office:

For the first pay period, submit a time card attached to the overload, part-time, or extended campus faculty form (contract). After the first pay period submit a time card only. The following information is required on the time card:

- Hours worked per week.
- Total of dollar amount for pay period (i.e., $\$2600 \div 8 = \325).
This is calculated using the dollar amount based on the highest degree held in the teaching field that applies to the course being taught for a three-hour course divided by the number of pay periods for the semester.
- In the "Do not write in this area, for payroll use only" section of the ECU BIWEEKLY TIME CARD write the word "OVERLOAD" or "PART-TIME" and the pay amount for the pay period.
- The organization number should also be noted on the time card.

Appendix B: Enrollment Goals

All classes offered on- and off- campus are expected to meet minimum enrollment goals. Questions regarding minimum enrollment goals should be directed to the appropriate college dean's office.

When canceling classes with low enrollments, the following guidelines should be followed:

•Cancellation of On-Campus Classes

Classes that have low enrollments on-campus will be cancelled as soon as it can be determined that they will not meet the minimum enrollment goals (unless exceptions are approved by the college dean).

•Cancellation of Off-Campus Classes

Off-campus classes are normally expected to meet the same enrollment goals as on-campus classes unless exceptions are approved by the college dean. However, before canceling classes with low enrollments that are offered at the extended campus centers (Corbin, Danville, Manchester, etc.), department chairs are requested to contact the extended campus director to determine if minimum enrollment goals can be reached.

If an extended campus director thinks the minimum enrollment for the course can be reached, the chair will allow a reasonable amount of time before canceling the class. If a class is going to be cancelled because a qualified instructor is not available, the center director may be able to assist in locating a qualified instructor.

Appendix C: Faculty Qualifications

Hiring of Qualified Full- and Part-time Faculty Credential Guidelines

Per Policy 4.6.1, Determining Qualifications for Faculty Teaching Credit-Bearing Courses, below are the credential guidelines for Eastern Kentucky University that are to be followed in the hiring of full- and part-time faculty.

Credential Guidelines:

A. Faculty Teaching Developmental Courses

Faculty teaching developmental courses must hold a terminal or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours) or an emphasis in adult or developmental education (a minimum of 12 graduate hours) or a bachelor's degree in the teaching discipline and relevant teaching experience.

B. Faculty Teaching Undergraduate Degree Courses

Faculty teaching undergraduate courses, including general education courses, must hold a doctoral/terminal or master's degree in the teaching discipline or in a related field or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). For physical activity courses, a minimum of a bachelor's degree plus certification in the activity, experience in teaching/coaching/ playing in the discipline, or both is required. For faculty teaching clinical, practicum, studio or internship courses must hold at least a master's degree in the teaching discipline and must have certification/licensure or demonstrated clinical/practice leadership in a specialization relevant to the course content.

C. Faculty Teaching Graduate Degree Courses

Faculty teaching graduate and post-baccalaureate courses must hold a doctoral/terminal degree in the teaching or related discipline—or—faculty teaching graduate or post-baccalaureate clinical, practicum, studio, or internship courses must hold at least a master's degree in the teaching discipline and must have certification/licensure or demonstrated clinical/practice leadership in a specialization relevant to the course content.

D. Secondary Instructors for Courses

Faculty not designated as primary instructors must have at least 18 graduate hours in the teaching discipline or hold a bachelor's degree in the teaching or related discipline. Responsibilities of the secondary instructor must be clearly documented but must not include sole responsibility for curriculum/course development or for evaluation of students. Secondary instructors must be under the direct, documented supervision of a faculty member experienced in the teaching discipline and be subject to planned and periodic evaluations.

E. Teaching Assistants (including Instructor of Record)

Teaching assistants who are the instructor of record for a developmental course must meet the qualification guidelines in section A above; for all other undergraduate courses or laboratories that bear credit, teaching assistants who are the instructor of record must have at least 18 graduate semester hours in the teaching or related discipline or, for physical activity courses, must have a minimum of a bachelor's

degree plus certification in the activity, experience in teaching/coaching/ playing in the discipline, or both. Additionally, all teaching assistants who are the instructor of record must be under the direct, documented supervision of a faculty member experienced in the teaching discipline, participate in regular in-service training, and be subject to planned and periodic evaluations.

Justifications for Faculty Not Meeting Minimum Qualifications

Under exceptional circumstances, the University may desire to employ faculty members who do not meet minimum qualifications. Justifications may be made for faculty teaching developmental or undergraduate courses who do not meet minimum qualifications but who may have other documented competencies. All such justifications must be approved by the College Dean and the Provost prior to the faculty member teaching relevant courses.

For faculty teaching graduate courses, justifications may be made for non-terminally qualified faculty who demonstrate external validation of qualifications in the teaching field, such as regional or national recognitions, refereed publications, or leadership activities. All such graduate faculty justifications must be approved by the College Dean, the Graduate Dean, and the Provost prior to the faculty member teaching relevant courses.

The handling of emergency vacancies will be on a case by case basis and in consultation with the College Dean and the Provost.

Appendix D: SIJTOEA (GENERATING A CONTRACT VIA BANNER)

TERMS OF EMPLOYMENT AND ASSIGNMENT FOR PART-TIME, OVERLOAD, AND IN-LOAD FACULTY FORM PROCEDURES

STEP 1:

Go to Banner and enter SIJTOEA in the Direct Access window and press enter.

The ORG code on the part-time, overload, and in-load forms for Fall and Spring for on-campus are to be the appropriate college ORG codes. When the form prints from Banner, if there is no ORG code or if the ORG code is not correct, please write in the correct college ORG code on the form.

STEP 2:

The Process Submission Control Form will open. Press Next Block (control + page down) 3 times (so that the cursor is in the Submission block on the form), then press Save (F10). The parameter form will appear, and you can run the report.

STEP 3:

The Runtime Parameter Form will open. You will need to make a selection from the following:

Term Code: (select semester)

Organization: % (do not change)

Campus: (select site -- Richmond or Extended Campus)

Part of Term: (select term – full or partial)

Department (of course): (select department)

ID: (enter employee ID number to run a contract for a specified faculty member)

NOTE: A contract must be generated and submitted for each term start date for each individual.

STEP 4:

Verify that the home and campus addresses, phone numbers and e-mail addresses are correct.

STEP 5:

Verify the highest degree earned is correct for the faculty member. Minimum pay is based on the highest degree held in the teaching field that applies to the course being taught and the number of credit hours of the course taught. The Base Compensation must be prorated accordingly for classes with more or less than 3 credit hours (or labs).

NOTE: In **Staff Category** an undergraduate student will be label as UTA and a graduate student as GTA.

STEP 6:

Verify that each course listed on the *Terms of Employment and Assignment For Part-Time, Overload, and In-Load Faculty* form (contract) for that particular individual is correct. If the course information is incorrect, make the corrections in Banner and generate a new contract.

STEP 7:

On the *Terms of Employment and Assignment For Part-Time, Overload, and In-Load Faculty* form check one of the following box(es) if applicable:

- Original Inload On campus
- Revised Overload Extended campus

NOTE: IN-LOAD AND OVERLOAD

An in-load designation is used for full-time faculty who are teaching an extended campus course within their normal teaching load. An overload (see Regulation 4.7.3, Faculty Workload) designation is used for full-time faculty who are teaching a course in addition to their normal teaching load. An overload designation is also used for a contract staff member or a classified employee (see Non-Exempt Employee in this document) who is teaching a course in addition to their normal 37.5 hour work schedule.

STEP 8:

Write in the adjusted credit hour(s) if applicable. If information is placed in this box, the base compensation must be prorated.

STEP 9:

The minimum pay scale for part-time instructors and ECU faculty/staff teaching overloads is listed below. The following pay scale is based on highest degree held in the teaching field that applies to the course being taught. The 2014-2015 Part-Time Faculty Rate (per 3-hour course) as approved by the Board of Regents on October 28, 2013 is:

<u>Degree</u>	<u>One-Hour Course</u>	<u>Two-Hour Course</u>	<u>Three-Hour Course</u>
Doctoral	\$1,037	\$2,133	\$3,200
Master's	\$867	\$1,733	\$2,600
Bachelor's	\$700	\$1,400	\$2,100

If a contract staff member or a classified employee is employed to teach a course, use the standard part-time rate based on academic qualifications and **generate a "Terms of Employment and Assignment For Part-Time, Overload, and In-Load" form from (contract) and (√) the Overload box.** The instruction **must be after** the normal work day if the instructor is to be paid. **NOTE:** An ECU employee is limited up to one 3 hour course per term. Under current teaching load, note the job title and area of assignment (i.e., Director, Division of Public Affairs).

NOTE:

All deviations (i.e., rate of pay, adjusted teaching load, etc.) **must be approved by the appropriate college dean before a part-time contract is issued to the faculty member.** A copy of the approved request must be attached when the part-time contract is submitted. **Please submit a justification for all prior approved deviations for the appropriate dean's review if the original is not available.** Otherwise, the part-time contract will be returned to the departmental office which will delay payment.

All new part-time faculty **must** have official transcripts to the appropriate college dean's office as soon as possible once they have been hired.

STEP: 10

On the *Terms of Employment and Assignment For Part-Time, Overload, and In-Load Faculty* form (contract) check one of the following box(es) for the Position Justification and complete the required information (if applicable):

- Unfilled graduate assistantship _____
- Unfilled faculty vacancy. Position number: _____
- Funded by external grant. Account number: _____
- Sabbatical leave replacement. Position number: _____
- Shortage of full-time faculty. _____
- Reassigned faculty time. Purpose: _____
- Other: (write explanation in box) _____

STEP: 11

Please make sure the form is printed **FRONT and BACK** and on the **CORRECT COLORED PAPER—WHITE** paper for Richmond campus teaching assignments and **GREEN** paper for extended campus teaching assignments.

Obtain the signature of the faculty member and submit the forms in groups by the term start dates (e.g., full-term, partial-term) to the appropriate dean's office.

Non-Exempt Employee

See Appendix A

STEP: 12

It is the responsibility of the College Dean's Office to verify that all information on the contract is correct and to submit it for signature (if applicable) to the Provost.

Original forms with all applicable signatures are to be submitted by the College Dean's Office to Human Resources in groups by the term start dates (i.e., full-term, partial-term).

NOTE: Copies are to be kept on file in the appropriate College Dean's Office.

STEP: 13

It is the responsibility of each College Dean's Office to submit in electronic form to the Office of the Provost a payroll Excel spreadsheet for the Board of Regents Report each semester. The Board of Regents *typically* meets in June, January, and April. A separate spreadsheet is needed for on- and off-campus. The Office of the Provost

will send an electronic message requesting this information each semester. The following information is required:

- College
- Department
- Name of faculty (Last, First, MI)
- Course
- Credit hours
- Salary (one amount for all courses taught)
- Location (if Extended Campus)
- Explanation of salary if different than the minimum part-time salary rate.
- Footnotes (if applicable)
 - ¹EKU Graduate/Undergraduate Student
 - ²Overload
 - ³In-Load
 - ⁴Sabbatical Leave Replacement.
 - ⁵Unfilled Faculty Vacancy.
 - ⁶Reassigned Faculty Time.
 - ⁷Charge to Grant.

STEP: 14

After the Board of Regents Payroll Report is submitted in electronic format to the Office of the Provost, any addendums must be reported for the next Board meeting. The Office of the Provost will send an electronic message requesting this information each semester.