

## **2023-24 Faculty Compensation Guidelines (Part-Time and Overload) for Fall and Spring**

### **I. General**

The following guidelines outline how part-time faculty and full-time faculty or exempt staff who teach on an overload basis will be compensated and the procedures that will be followed. These guidelines specifically apply to:

- Part-time faculty
- Full-time faculty or exempt staff

Minimum enrollment goals for courses taught on a part-time or overload basis are outlined in *Appendix A*.

These guidelines do not include compensation related to Dual Credit instruction or to eCampus courses. For questions regarding compensation related to Dual Credit, please contact the [EKU Dual Credit Office](#). For questions regarding eCampus course compensation, please contact the [Office of eCampus Learning](#).

### **II. Hiring Procedure**

Each college dean is responsible for the distribution of part-time funds allocated to their college. Department Chair offices are generally responsible for hiring part-time faculty and submitting part-time faculty contracts. Contracts are created through the Paperless Contract system in ECU Direct.

When hiring faculty, Eastern Kentucky University adheres to the credential requirements in [Policy 4.6.1, Determining Qualifications for Faculty Teaching Credit-Bearing Courses](#). For more information regarding faculty qualifications, see the [policies web page](#).

Department Chairs post part-time faculty positions (or establish a part-time faculty candidate pool) and recommend candidates for hire through OES. Background checks on new part-time faculty are completed once a candidate is selected for hire through OES. A part-time faculty contract may be initiated in the Paperless Contract system once the department has been notified of successful background check completion by the Office of Human Resources.

\*\*Updated CVs and official transcripts must be requested and kept on file for all part-time faculty.

NOTE: Any instructor not employed within the last year must be processed via OES and complete employment paperwork in the Division of Human Resources on/before the first day of work before compensation can be distributed.

### III. Part-Time Faculty Workload and Compensation

**Part-Time Faculty Teaching Load** – As indicated in [Academic Regulation 4.6.13: Adjunct Faculty Appointments](#), part-time faculty may be hired for a maximum of nine (9) credit hours or the equivalent in the fall, spring, and summer semesters and a maximum of three (3) credit hours for the winter term. The maximum load includes all workload assignments at EKU. Requests for exceptions to the maximum credit hours must receive prior approval from the appropriate college dean and the Provost.

- a. **Base Stipend** – Part-time pay rates are included in the university operating budget that is approved annually by the Board of Regents. Any changes to part-time pay rates will be announced for the upcoming academic year by the Provost.

The Part-Time Faculty Compensation Schedules *in Appendix B and Appendix C (for extended campuses)* should be used to determine compensation for part-time assignments. Salaries for part-time instructors are based on the highest degree held in the field of teaching.

### IV. Workload and Compensation for Overloads for Full-time Faculty and Exempt Staff Teaching

- a. **Overloads for Full-Time Faculty** – Teaching overloads are not permitted for full-time faculty except in situations where student needs are not being met. In such cases, no more than one class (or three-hour equivalent) overload will be permitted each semester for the fall and spring semesters. No overloads are permitted for the summer or winter terms.

Overloads must be justified in writing by the Department Chair and approved by the College Dean and the Provost. It should be noted that teaching overloads in some disciplines are prohibited by their accrediting agencies.

- b. **Staff Overloads for Exempt Employees** – Although contract staff and classified personnel are expected to devote their energy to fulfilling assigned duties, exempt employees who do not have teaching duties as part of their normal assignment may teach for the University when there is sufficient student enrollment and demonstrated need. In such cases, exempt staff may be approved to teach one course (up to three credit hours) in each term. (Online or other non-traditional courses, including facilitating a course, are considered the same as a traditional course.)

- c. **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 overload rate.
- d. **Overload Compensation** – The Overload Compensation Schedules *in Appendix D and Appendix E (for extended campuses)* should be used to determine compensation for faculty and staff overload assignments. Salaries for instructors teaching on an overload basis are based on the highest degree held in the field of teaching.

**V. Timeline**

Contracts must receive all necessary approvals in the Paperless Contracts system by the payroll deadline to meet the first payroll of the term.

Part-Time Contract Submission for Fall and Spring		
Term	Payroll Deadline	First Payroll
FALL	August 20	August 31
SPRING	January 20	January 31

**VI. Additional Compensation: Travel Expenses**

Per [Regulation 6.1.3, Travel Requirements and Procedures](#), travel to/from home and the faculty member’s regular university workstation is not a reimbursable expense. Full-time faculty members who travel from their regular university workstation to teach at another ECU teaching site may be reimbursed in compliance with Regulation 6.1.3. Part-time faculty will not be reimbursed for commuting to an ECU teaching site. Full-time and part-time faculty will not be reimbursed for meals if travel time is required to get to an ECU teaching site. For more information regarding the travel regulation, go to the [policies web page](#).

**VII. Course by Special Arrangement & Independent Study**

- a. **CBSAs** – A Course by Special Arrangement (CBSA) may be employed in rare instances to help a student fulfill a degree requirement during a term or at a time when the course is not scheduled. CBSAs should meet all of the following requirements:
  - The student should be pending graduation in the last two terms the course is to be offered.
  - The CBSA should be a degree requirement that cannot be fulfilled by any other mechanism such as a course substitution or an independent study.
  - Extreme scheduling conflict prevents the student from completing the course during regular course rotation and no substitution is appropriate or available.

- b. CBSA Petition Process** – The [CBSA Petition Form](#) should be completed and approved prior to the semester during which the CBSA is to be offered. THE CBSA must be signed by the student, instructor, department chair, and dean of the college in which the course is offered. The student’s degree audit must be signed by the student’s advisor and attached to the request.
- c. Compensation for CBSAs** – The compensation rate for faculty teaching a CBSA is \$100 per credit hour. Faculty compensation is to be submitted on the [Additional Assignment Request Form](#) after the course has been completed. The Additional Assignment Request Form must be signed by the instructor, budget head, department chair and college dean in which the course is offered, and the Provost. Additional Assignment Request Forms for CBSAs should include a copy of the approved CBSA, including degree audit, and the student’s final grade.
- d. Independent Study** – Independent Study Courses enable students to pursue study of a topic of special interest under the supervision of a full-time faculty member. Independent Study Proposal Forms for graduate and undergraduate coursework can be found on the [Registrar’s Forms Page](#). There is no additional compensation/release for faculty members supervising Independent Study Courses.

To review the policy related to Course by Special Arrangement and Independent Study, [see 4.3.13P, Course by Special Arrangement, on the Policy Web Page](#).

## Appendix A – Enrollment Goals

Classes taught by part-time and overload faculty are expected to meet minimum enrollment goals. To qualify for full compensation, minimum class sizes will be 15 for undergraduate courses (upper and lower division), 10 for masters-level courses, and 8 for doctoral-level courses. Courses with fewer than three students should be cancelled.

### **Specialty Courses and Exceptions to Minimum Enrollment**

Courses capped on the basis of accreditation body requirements or other factors may be able to use that cap or the standard minimum for determining appropriate course capacity (whichever is lesser) with the approval of the chair and dean. Where appropriate, specialty courses such as co-ops and internships below minimum enrollment may be compensated at a rate of \$300 per student. A list of specialty courses can be found below.

<b><u>Specialty Courses by Schedule Type</u></b>
➤ <b>Laboratory/Experiential Learning Course.</b> <i>Section is linked to a lecture section with the same prefix and number. "LAB" appears as part of the section title. Does not carry credit hours. Students do not receive a separate laboratory grade. Content may be delivered as a traditional face-to-face course, 100 percent online, web-blended, e-presence, or mixed mode.</i>
➤ <b>Applied Music.</b> <i>Content may be delivered face-to-face, web-blended, e-presence, or mixed mode.</i>
➤ <b>Studio Courses.</b> <i>Content may be delivered face-to-face, web-blended, e-presence, or mixed mode.</i>
➤ <b>Thesis/Capstone/Dissertation.</b> <i>Applied learning experience.</i>
➤ <b>Co-op.</b> <i>Applied learning experience.</i>
➤ <b>Clinical Lab Experience.</b> <i>May be a co-requisite to a lecture course. Each section has credit hours associated and students receive grades. (e.g. nursing hospital clinical, student teaching, etc...)</i>
➤ <b>Exit Exam/Thesis Defense/Dissertation Defense/Etc.</b> <i>Sections carry zero credit hours.</i>
➤ <b>Internship.</b> <i>Applied learning experience.</i>
➤ <b>Practicum.</b> <i>Applied learning experience.</i>

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

#### **Cancellation of On-Campus Classes**

Classes that have low enrollments on campus should 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, 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.

Questions regarding minimum enrollment goals should be directed to the appropriate college dean's office.

**Appendix B – Part-Time Faculty Compensation Schedule (Main)**

<b>Undergraduate Courses</b>													
<b>Enrollment</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
Bachelors-Level Faculty*	\$437	\$583	\$728	\$874	\$1,020	\$1,165	\$1,311	\$1,457	\$1,602	\$1,748	\$1,894	\$2,039	\$2,185
Masters-Level Faculty*	\$541	\$721	\$902	\$1,082	\$1,262	\$1,443	\$1,623	\$1,803	\$1,984	\$2,164	\$2,344	\$2,525	\$2,705
Doctoral-Level Faculty*	\$666	\$888	\$1,110	\$1,332	\$1,554	\$1,775	\$1,997	\$2,219	\$2,441	\$2,663	\$2,885	\$3,107	\$3,329
<b>Graduate Courses (Master's)</b>													
<b>Enrollment</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11+</b>				
Masters-Level Faculty*	\$812	\$1,082	\$1,353	\$1,623	\$1,894	\$2,164	\$2,435	\$2,705	<i>Minimum Enrollment Reached</i>				
Doctoral-Level Faculty*	\$999	\$1,332	\$1,665	\$1,997	\$2,330	\$2,663	\$2,996	\$3,329					
<b>Graduate Courses (Doctoral)</b>													
<b>Enrollment</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9+</b>						
Masters-Level Faculty*	\$1,014	\$1,353	\$1,691	\$2,029	\$2,367	\$2,705	<i>Minimum Enrollment Reached</i>						
Doctoral-Level Faculty*	\$1,248	\$1,665	\$2,081	\$2,497	\$2,913	\$3,329							

All compensation rates are calculated based on a three-hour course. Does not apply to e-Campus.  
 \*Salaries for part-time instructors are based on the highest degree held in the field of teaching.

**Appendix C – Part-Time Faculty Compensation Schedule (Extended Campuses)**

<b><u>Undergraduate Courses</u></b>								
<b>Enrollment</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Bachelors-Level Faculty*	\$656	\$874	\$1,093	\$1,311	\$1,530	\$1,748	\$1,967	\$2,185
Masters-Level Faculty*	\$812	\$1,082	\$1,353	\$1,623	\$1,894	\$2,164	\$2,435	\$2,705
Doctoral-Level Faculty*	\$999	\$1,332	\$1,665	\$1,997	\$2,330	\$2,663	\$2,996	\$3,329
<b><u>Graduate Courses (Master's)</u></b>								
<b>Enrollment</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9+</b>	
Masters-Level Faculty*	\$1,014	\$1,353	\$1,691	\$2,029	\$2,367	\$2,705	<i>Minimum Enrollment Reached</i>	
Doctoral-Level Faculty*	\$1,248	\$1,665	\$2,081	\$2,497	\$2,913	\$3,329		

All compensation rates are calculated based on a three-hour course offered at an extended campus. Does not apply to e-Campus.

\*Salaries for part-time instructors are based on the highest degree held in the field of teaching.



**Appendix D – Overload Compensation Schedule for Full-Time Faculty and Exempt Staff Teaching (Main)**

<b>Undergraduate Courses</b>													
<b>Enrollment</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
Bachelors-Level Faculty*	\$420	\$560	\$700	\$840	\$980	\$1,120	\$1,260	\$1,400	\$1,540	\$1,680	\$1,820	\$1,960	\$2,100
Masters-Level Faculty*	\$520	\$693	\$867	\$1,040	\$1,213	\$1,387	\$1,560	\$1,733	\$1,907	\$2,080	\$2,253	\$2,427	\$2,600
Doctoral-Level Faculty*	\$640	\$853	\$1,067	\$1,280	\$1,493	\$1,707	\$1,920	\$2,133	\$2,347	\$2,560	\$2,773	\$2,987	\$3,200
<b>Graduate Courses (Master's)</b>													
<b>Enrollment</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11+</b>				
Masters-Level Faculty*	\$780	\$1,040	\$1,300	\$1,560	\$1,820	\$2,080	\$2,340	\$2,600	<i>Minimum Enrollment Reached</i>				
Doctoral-Level Faculty*	\$960	\$1,280	\$1,600	\$1,920	\$2,240	\$2,560	\$2,880	\$3,200					
<b>Graduate Courses (Doctoral)</b>													
<b>Enrollment</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9+</b>						
Masters-Level Faculty*	\$975	\$1,300	\$1,625	\$1,950	\$2,275	\$2,600	<i>Minimum Enrollment Reached</i>						
Doctoral-Level Faculty*	\$1,200	\$1,600	\$2,000	\$2,400	\$2,800	\$3,200							

All compensation rates are calculated based on a three-hour course. Does not apply to e-Campus.

\*Salaries for part-time instructors are based on the highest degree held in the field of teaching.

**Appendix E – Overload Compensation Schedule for Full-Time Faculty and Exempt Staff Teaching (Extended Campuses)**

<b><u>Undergraduate Courses</u></b>								
<b>Enrollment</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Bachelors-Level Faculty*	\$630	\$840	\$1,050	\$1,260	\$1,470	\$1,680	\$1,890	\$2,100
Masters-Level Faculty*	\$780	\$1,040	\$1,300	\$1,560	\$1,820	\$2,080	\$2,340	\$2,600
Doctoral-Level Faculty*	\$960	\$1,280	\$1,600	\$1,920	\$2,240	\$2,560	\$2,880	\$3,200
<b><u>Graduate Courses (Master's)</u></b>								
<b>Enrollment</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9+</b>	
Masters-Level Faculty*	\$975	\$1,300	\$1,625	\$1,950	\$2,275	\$2,600	<i>Minimum Enrollment Reached</i>	
Doctoral-Level Faculty*	\$1,200	\$1,600	\$2,000	\$2,400	\$2,800	\$3,200		

All compensation rates are calculated based on a three-hour course offered at an extended campus. Does not apply to e-Campus.

\*Salaries for part-time instructors are based on the highest degree held in the field of teaching.