



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-184, FACULTY COMPENSATION

Covered Individuals: Full-Time & Adjunct Faculty

Covered Locations: All Locations

Effective Date: April 24, 2024

Strategic Priority: SP 2

HLC: Criterion 5.B.4

Consultations: CAO, Dean of Academic & Educational Affairs, Faculty Director, Faculty (Academic Affairs Committee), Registrar, Director of MVA, Executive Director of FS

POLICY STATEMENT

To establish fair and transparent compensation guidelines for both full-time faculty undertaking overload assignments and adjunct faculty members while recognizing and rewarding the contributions of faculty members, ensuring equitable compensation based on factors such as workload, expertise, and market standards.

PURPOSE

To establish guidelines, procedures, and compensation for the assignment of overload or adjunct teaching duties to faculty members, ensuring fair compensation while maintaining the integrity and quality of academic delivery.

DEFINITIONS

Compensation for Overload: Additional remuneration is provided to full-time faculty members for taking on teaching responsibilities beyond their regular contractual workload.

Faculty: Individuals whose primary responsibility is teaching, including full-time, part-time, adjunct, dual-credit, temporary, and/or non-tenure-track faculty.

Overload: Teaching assignments given to a full-time faculty member that exceed their standard contractual workload.

Workload: The base teaching, service, and professional development responsibilities as defined in a faculty member's contract/Faculty or Adjunct Handbook.

POLICY IMPLEMENTATION

Full-Time Faculty Load, Overload, and Adjunct Faculty Compensation Procedures

(For All Locations, Learning Experiences, and Academic Levels)

Full-time faculty members are contracted to teach 24 credit hours of classes of 8 or more students as of day 4 of the session. Low enrollment courses for full-time faculty do not count toward load unless

approved by the Academic Dean due to unique student situations. *After* the 24 credit hours are met, the full-time faculty member will be paid for overload. Full-time faculty members are not obligated to take overload. If the overload course is low enrolled, the full-time faculty member will be compensated per the low enrollment pay. Overload is optional, extra work for a full-time faculty member. The work required in teaching overload is intended to be in *addition* to the expectations outlined in the Faculty Teaching contract.

Full-Time Faculty Overload Compensation	One-credit course	\$700
	Two-credit course	\$1,400
	Three-credit course	\$2,100
	Four-credit course	\$2,800
Adjunct Faculty Compensation	One-credit course	\$700
	Two-credit course	\$1,400
	Three-credit course	\$2,100
	Four-credit course	\$2,800
Over Enrollment for Adjunct Faculty Members Course enrollment 2 over the cap will be paid \$100 for each student over the enrollment cap.		

Low Enrollment Compensation for Full-Time course Faculty and Adjunct Faculty Members*			
Enrollment 4-7 students	Per student pay	One-credit course	\$83
		Two-credit course	\$167
		Three-credit course	\$250
		Four-credit course	\$333

*A Low Enrollment course is delivered similarly to a course with eight or more students. A class meets at the designated day and time each week with no change in pedagogy from a class with 8 or more students.

Directed Study Compensation for Full-Time Faculty and Adjunct Faculty Members*			
Enrollment 1-3 students	Per student pay	One-credit course	\$67
		Two-credit course	\$134
		Three-credit course	\$200
		Four-credit course	\$268

*A Directed Study course is an individualized delivery of an existing course found in the academic catalog and is only offered in exceptional circumstances. Course outcomes for the Directed Study course are the same as the course taken in a non-individualized delivery mode. One of the following conditions must be met for a course to run as a Directed Study: 1) After consideration of all registration possibilities, the student needs the course to graduate, and the course will not be offered again before scheduled graduation, or the student is a graduating senior with scheduling conflicts in the final year. 2) The student needs the course before student teaching, and the course will not be offered again before the scheduled student teaching date. 3) The student needs the course to complete an additional program (i.e., minor or second major), and the course will not be offered again before the student is to graduate. The Chair/Director, in consultation with the appropriate faculty member(s), will determine if the criterion is met. The Dean will have final approval and inform the Chair/Director and faculty member of the decision. The Chair/Director will forward it to the Registrar's Office for registration. Contact the Academic Dean to inquire about the process of teaching a course as a Directed Study.

Compensation for Internships	
Adjunct Faculty	
1-7 internships/special projects (299/499) for the year	\$200/internship
8-15 internships/special projects (299/499) for the year	\$2,100
<i>Note: Adjunct faculty will be paid at the end of the semester based on the number of students.</i>	
Full-Time Faculty	
1-7 internships/special projects (299/499) for the year	\$200/internship
8-15 internships/special projects (299/499) for the year	\$2,100 or 3 credits of faculty member's load
<i>Note: Faculty overload will not be paid until a faculty member reaches their contracted credit amount.</i>	

Compensation for Practicums, Senior Projects, Student Teaching, Senior Capstones, and Special Projects

- Pay for supervision, support, instruction, or guidance of these may be distinctive to each at the discretion of the Academic Dean and approval from the Vice President for Academic and Student Affairs (VPASA).

Overload Procedures for Full-Time Faculty Members

- *All* overload credit hours must be approved by the Academic Dean.
- No more than 10 full-course credit hours over the contracted base teaching load per fiscal year will be assigned unless for reasons documented by the Academic Dean.
- Full-time faculty members' annual teaching course loads must be fulfilled prior to compensation being paid for full overload courses.
- Low enrollment courses will not count toward the 10 credit hours overload limit.
- Directed study courses will not count toward the 10 credit hours overload limit.
- Pay for a directed study course will occur when the directed study course is delivered.

Teaching Loads for Adjunct Faculty Members

The teaching load across all learning experiences may not be more than 18 credit hours in one academic year. (S6 – S5)

Number of Credits	Course Load Per 8-Week Term
1	Can combine with one other 1, 2, or 3 credit course and up to 8 hours in other activities (from table below)
2	Can combine with one other 1 or 2 credit course and up to 8 hours in other activities (from table below)
3	One course per term and up to 12 hours in other activities (from table below)
4	One course per term and up to 8 hours in other activities (from table below)

Other Activities:

Activity	Approximate hours per week during an 8-week term or as noted
Course development (Subject Matter Experts)	12 hours per week during the scheduled period
Directed Study course (1 – 5 students)	variable, average 4 hours per week

Experiential Learning Law Enforcement/Fire Science review	5 per review
Experiential Learning Portfolios	5 per review
Field Experience (those not covered under directed study or a credit course)	3 hours per week
Internships	variable, average 4 hours per week
New faculty orientation	5 hours per week (5 week period)
Professional development	2 hours per activity
Program contract work	4 hours per week
Program peer development	4 hours per week
Program student advising	4 hours per week
Self-Paced course	variable, average 4 hours per week
Senior Project	4 hours per week
Senior Project second reader	2 hours per project (last 2 weeks of the term only)
Social Work Training Certificate (SWTC) internship assessment	3 hours per week
Social Work Training Certificate (SWTC) internship coordinator	3 hours per week
Student teaching supervision	1.5 hours per student/per week
Tutoring	Hours by request of the program director
UIU or Program committee work	4 hours per activity

Other Notes on Pay

- There will be no difference in the compensation rate between graduate and undergraduate credit hours unless for programs with preapproval by the VPASA and Academic Dean.
- There will be no difference in the compensation rate for differing learning experiences.

Adjunct Faculty Members Only

- Any committee work, other than committee work that is specifically contracted and approved by the Academic Dean, is strictly volunteer and will not be compensated.

Course Enrollment Guidelines

- A course with an enrollment of fewer than eight students will be taught using the low enrollment rate of compensation for 4-7 students or at the directed study rate of compensation for 1-3 students at the discretion of the Academic Dean.
- A course may be designated as important enough to run as a “regular load” course with a regular full course stipend at the discretion of the Academic Dean. The reason for such designation will be documented by the Academic Dean.
- A course taught by an adjunct faculty member with enrollment fewer than 8 students will be taught using the low enrollment rate of compensation for 4-7 students or for 1-3 students; the course will be canceled and re-contracted at the directed study rate of compensation per student at the discretion of the Academic Dean.
- A course taught by an adjunct faculty member may be designated as important enough to run as a “regular load” course with a regular full course stipend at the discretion of the Academic Dean. The reason for such designation will be documented by the Academic Dean.
- For a full-time faculty member, the procedures related to pay for low-enrollment courses will depend on the situation in the department. A course with fewer than 8 students may be allowed to run as part of a faculty member’s regular course load, or it may run as a low enrollment or directed

study course and be compensated at the appropriate rate. The Academic Dean will make this determination in consultation with the faculty member in question and any supervisory faculty members, such as a Department Chair/Program Director.

- Communication must occur among the Academic Dean, Department Chair/Director, and Full-Time Faculty member regarding course enrollment.

Course Enrollment Caps (recommended for online)

- All undergraduate courses will be capped at 25 students, and all graduate courses will be capped at 20 students unless otherwise designated on the course schedule – as determined by the Academic Dean.
- Up to two additional students may be added to online courses over the limit by the Registrar's Office if *all* scheduled sections are at cap. Exceptions will be communicated to the Registrar's Office from the Academic Dean.

Self-Paced Degree Program Compensation – Academic Affairs

Compensation for Self-Paced Courses

Upper Iowa University will pay the Faculty Member a total per student as follows:

- One-credit course \$67 per student
- Two-credit course \$134 per student
- Three-credit course \$200 per student
- Four-credit course \$268 per student

Compensation will be paid in three installments:

- The first installment of 1/4th (\$17; \$34; \$50; or \$68) of the payment will be paid on the last business day of the month in which the student(s) begins;
- At 90 days, if the student has not been academically withdrawn, the instructor is paid 3/8th (\$25; \$50; \$75; or \$100) of the payment. If the student has a grade posted for the course, the instructor also receives the final 3/8th (\$25; \$50; \$75; or \$100) payment;
- At the end of the six-month, if the final payment was not received at 90 days, the instructor receives the remaining 3/8th (\$25; \$50; \$75; or \$100) payment.
- No payments will be made for any extensions.

Minor textbook update for either web or paper-based course ("minor" most likely being updated for a new edition of the text currently used)	\$500
Minor textbook update for both web and paper-based course ("minor" most likely being updated for a new edition of the text currently used)	\$800
Significant update for both web and paper-based course (most commonly switching to an entirely new text)	\$1,000
Creation of new course (not currently offered in any modality) for online, self-paced paper, web, and semester-based (as identified)	\$2,000

- 20 self-paced enrollments are equivalent to 1 credit

Self-paced enrollments	Credit
20 enrollments	1 credit
40 enrollments	2 credits
60 enrollments	3 credits
80 enrollments	4 credits

100 enrollments	5 credits
120 enrollments	6 credits
140 enrollments	7 credits
160 enrollments	8 credits and so on

**UIU Works for You (UIUW4U) Compensation
Overload Rules**

3-credit classes with both Fayette and UIUW3U Students	
Total enrollment up to 20 students	= 3 credits (no additional credit)
Total enrollment: 20-25 students	= 4.5 credits if it remains one section (1.5 credits additional)
Total enrollment >25	Necessitates two sections
4-credit classes with both Fayette and UIUW4U Students	
Total enrollment up 16 students	= 4.5 credits (no additional credit)
Total enrollment: 16-20 students	= 6 credits if it remains one section (May list two 0-credit labs on schedule) (1.5 additional credits)
Total enrollment: 20-25 students	= 7.5 credits if it remains one section (May list two 0-credit labs on schedule) (3 additional credits)
Total enrollment >25 students	Necessitates two sections

CUSTODIAN

Chief Academic Officer (CAO)

RELATED DOCUMENTS, FORMS, AND POLICIES

None.

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-184	April 24, 2024	New policy incorporating HR-318, Adjunct Faculty Teaching, and Activity Overload Policy.