



## ACADEMIC AFFAIRS POLICY

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**NUMBER/TITLE:** AA-184.2, 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, Faculty Director, Faculty (Academic Affairs Committee), Registrar, Director of MVA (Midwest Region), Executive Director of FA

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### 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 Faculty Handbook.

### POLICY IMPLEMENTATION

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

(For All Locations, Learning Experiences (except self-paced), and Academic Levels)

Full-time faculty members are contracted to teach 24 credit hours of courses 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 CAO 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.

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

<b>Low Enrollment Compensation for Full-Time Course Faculty and Adjunct Faculty Members*</b>			
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 course meets at the designated day and time each week with no change in pedagogy from a course with 8 or more students.

<b>Directed Study Compensation for Full-Time Faculty and Adjunct Faculty Members*</b>			
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 CAO 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 CAO to inquire about the process of teaching a course as a Directed Study.

<b>Compensation for Internships</b>	
<b>Adjunct Faculty</b>	
1-7 internships/special projects for the semester	\$200/internship
8-15 internships/special projects for the semester	\$2,100
<i>Note: Adjunct faculty will be paid at the end of the semester based on the number of students.</i>	
<b>Full-Time Faculty</b>	
1-7 internships/special projects for the year	\$200/internship
8-15 internships/special projects 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 and approval from the CAO.

### **Overload Procedures for Full-Time Faculty Members**

- *All* overload credit hours must be approved by the CAO.
- 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 CAO.
- 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-hour 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)

<b>Number of Credits</b>	<b>Course Load Per 8-Week Session</b>
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:**

<b>Activity</b>	<b>Approximate hours per week during an 8-week session or as noted</b>
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
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 CAO.
- 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 CAO, 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 CAO
- 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 CAO. The reason for such designation will be documented by the CAO.
- 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 CAO.
- 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 CAO. The reason for such designation will be documented by the CAO.

- 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 CAO 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 CAO, 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 CAO.
- 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 CAO.

**Self-Paced Degree Program Compensation Compensation for**

**Self-Paced Courses**

- Total compensation for a self-paced course is \$200 per student.
- Once census day occurs, the instructor is compensated \$50 for each student enrolled.
- At 90 days, if the student has not been academically withdrawn, the instructor is paid \$75. If, at this time, the student has a grade posted for the course, the instructor also receives the final payment of \$75.
- At the end of the sixth month, if the final payment is not received at 90 days, the instructor receives the remaining \$75.

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**

<b>3-credit classes with both Fayette and UIUW3U Students</b>	
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
<b>4-credit classes with both Fayette and UIUW4U Students</b>	
Total enrollment up to 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: 21-25 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**

<b>New/Revision Number</b>	<b>Date of Action/Approval</b>	<b>Revision Change</b>
AA-184.2	December 17, 2025 (by PC)	Replaced Dean/VPASA with CAO and made minor language updates throughout.
AA-184	April 24, 2024 (by PC)	New policy incorporating HR-318, Adjunct Faculty Teaching, and Activity Overload Policy.