

## PCOE Faculty Additional Compensation & Adjunct Compensation, FY2023

[reviewed August 2022]

### PCOE Practice

We follow the compensation scale outlined in the policy 12.6 Faculty Compensation <sup>(4/18/2020)</sup> which is based on three elements: (a) course credit, (b) years of experience/service to the academic unit, and (c) academic preparation (no terminal degree/terminal degree):

- Zero to six years service to the academic unit — \$834 (no terminal degree)/ \$1,000 (terminal degree) per credit hour
- Seven to ten years service to the academic unit — \$884 (no terminal degree) / \$1,067 (terminal degree) per credit hour
- Eleven or more years service to the academic unit — \$934 (no terminal degree) / \$1,267 (terminal degree) (per credit hour)

### Adjunct (part-time) faculty

When completing EPAFs for adjuncts, please note the number of years of service teaching for the academic unit in the comment section in addition to the course, credit hours, TLCs, and enrollment information as justification for compensation requested. Exceptions to the compensation guidelines must be approved by the dean and provost.

### Years of adjunct service to the academic unit

- any adjunct teaching within an academic year should count as 1 year of service
- only adjunct teaching within an academic unit (department/school) should be used to calculate years of adjunct service

### Full-time faculty

For full-time faculty, there **IS** a relationship between additional compensation and TLC generation during fall and spring semesters. Faculty generate TLCs based on the Faculty Workload (policy 7.13) with course credit hours, course classification (lecture, seminar, lab, practicum), and course number (undergraduate, 1000-4000; graduate, 5000; doctoral, 6000) influencing the TLC generation. Specifically, workload expectation is 24 TLCs across the two long semesters (generally, 12 TLCs during fall semester and 12 TLCs during spring semester) for tenured and tenure track faculty. Workload expectation is 30 TLCs across the two long semesters (generally, 15 TLCs during fall semester and 15 TLCs during spring semester) for clinical, non-tenure-track, and visiting faculty. To be considered for additional compensation, workloads must meet or exceed 0.25 FTE (3 TLCs for tenured/tenure-track; 4 TLCs for clinical, non-tenure-track, and visiting) during the fall semester and/or spring semester.

Generally, a full load ranges from 12 – 15 TLCs each semester based on faculty rank.

- 0000-4000 level: lecture/seminar/lab courses generate 1 TLC/1 credit hour; full load for tenure-track & tenured faculty is 12 TLCs; clinical and non-tenure-track faculty is 15 TLCs; practicum courses contribute to full load as clarified with unit head
- 5000 level: lecture/seminar/lab courses generate 1.5 TLC/1 credit hour; full load is 13.5 TLCs; practicum courses contribute to full load as clarified with unit head
- 6000 level: lecture/seminar/lab courses generate 2 TLCs/1 credit hour; full load is 12 TLCs; practicum courses contribute to full load as clarified with unit head

When there is a mixture of course levels, care will be exercised in determining workload and in ascertaining overload that could result in additional compensation. Additionally, some courses and their corresponding TLCs do NOT typically contribute to the determination of a standard

workload or in ascertaining overload. See the attached table for more detailed explanation of determining workload.

Generally, course overload compensation is paid each semester for an approved course assigned beyond the minimum requirement of 12-15 TLCs, and **will reflect the credit hours of the course**, the years of service to the academic unit, and the academic preparation. These variables relate to the compensation model in the revised Faculty Compensation (policy 12.6) and Salary Supplement, Stipends and Additional Compensation (policy 12.16). At times, however, it may be in the best interest of the faculty member or the academic unit to schedule unevenly across the fall and spring semesters. When that occurs, there may be no need for overload pay or reassigned time request made because the TLC across the two semesters will closely equal 24, as indicated in the Faculty Workload (policy 7.13).

Full-time faculty—summer contracts

The following scale is for determining compensation for summer teaching in Maymester, Summer I, and Summer II:

For faculty members whose nine-month base salary is:	Compensation for each 3 credit hour course will be:
Up to \$41,999	1/12 of nine month base salary
\$42,000 - \$59,999	\$3,500 (\$1,167/credit hr)
\$60,000 - \$69,999	\$4,000 (\$1,333/credit hr)
\$70,000 - \$79,999	\$4,500 (\$1,500/credit hr)
\$80,000 and above	\$5,000 (\$1,667/credit hr)

Academic unit administrative assistants are urged to develop a record-keeping process (i.e., a spreadsheet) to document individuals' years of adjunct service within the academic unit. If administrative assistants have questions related to this practice/process, please contact the dean's office (Heather Hawkins/Anna Crenshaw/Carrie Stover) for clarification.

Practicum courses add a level of complication to the calculation of a standard workload due to the assigned contact hours. For practicum courses, TLC calculations are based on contact hours and/or student enrollment.

Clinical practice (student teaching) is 1 student=0.5 TLC (6 students=3 TLCs)

0000-4000 level is 1 contact hour=0.5 TLCs

5000 level is 1 contact hour=0.75 TLCs

6000 level is 1 contact hour=0.75 TLCs

Master's theses generate TLCs that contribute to the standard workload and to eligibility for overload compensation.

Doctoral dissertations generate TLCs, but those TLC do NOT contribute to the standard workload or to eligibility for overload compensation.

Independent studies (4175, 5175, 6175) generate TLCs, but those TLC do NOT contribute to the standard workload or to eligibility for overload compensation. Exceptions must be approved by the dean.

Special topics (4178, 5178, 6178) generate TLCs that contribute to the standard workload and to eligibility for overload compensation.

**Tenure-track & Tenured Faculty (typically 12-13.5 TLCs/semester; 24-27 TLCs)**

Course Combinations (examples based on 3 credit hour courses)	TLC calculations	≥0.25 FTE over standard workload
3 0000-4000 level & 1 5000 level	$(3 \times 3 \times 1) + (1 \times 3 \times 1.5) = (9) + (4.5) = 13.5$	No—1.5 TLC
3 0000-4000 level & 1 6000 level	$(3 \times 3 \times 1) + (1 \times 3 \times 2) = (9) + (6) = 15$	Yes—3 TLC/3 credit hrs
2 0000-4000 level & 2 5000 level	$(2 \times 3 \times 1) + (2 \times 3 \times 1.5) = (6) + (9) = 15$	Yes—3 TLC/3 credit hrs
2 0000-4000 level & 1 6000 level	$(2 \times 3 \times 1) + (1 \times 3 \times 2) = (6) + (6) = 12$	No
1 0000-4000 level & 1 5000 level & 1 6000 level	$(1 \times 3 \times 1) + (1 \times 3 \times 1.5) + (1 \times 3 \times 2) = (3) + (4.5) + (6) = 13.5$	No—1.5 TLC
3 5000 level & 1 0000-4000 level	$(3 \times 3 \times 1.5) + (1 \times 3 \times 1) = (13.5) + (3) = 16.5$	Yes—3 TLC/3 credit hrs
4 5000 level	$(4 \times 3 \times 1.5) = 18$	Yes—4.5 TLC/3 credit hrs
2 5000 level & 1 6000 level	$(2 \times 3 \times 1.5) + (1 \times 3 \times 2) = (9) + (6) = 15$	Yes—3 TLC/3 credit hrs

**Clinical, Non-tenure-track, & Visiting Faculty (typically 15 TLCs/semester; 30 TLCs/contract yr)**

Course Combinations (examples based on 3 credit hour courses)	TLC calculations	≥0.25 FTE over standard workload
4 0000-4000 level & 1 5000 level	$(4 \times 3 \times 1) + (1 \times 3 \times 1.5) = (12) + (4.5) = 16.5$	No—1.5 TLC
4 0000-4000 level & 1 6000 level	$(4 \times 3 \times 1) + (1 \times 3 \times 2) = (12) + (6) = 18$	Yes—3 TLC/3 credit hrs
3 0000-4000 level & 2 5000 level	$(3 \times 3 \times 1) + (2 \times 3 \times 1.5) = (9) + (9) = 18$	Yes—3 TLC/3 credit hrs
3 0000-4000 level & 1 6000 level	$(3 \times 3 \times 1) + (1 \times 3 \times 2) = (9) + (6) = 15$	No
2 0000-4000 level & 3 5000 level	$(2 \times 3 \times 1) + (3 \times 3 \times 1.5) = (6) + (13.5) = 18.5$	Yes—3.5 TLC/3 credit hrs
2 0000-4000 level & 1 5000 level & 1 6000 level	$(2 \times 3 \times 1) + (1 \times 3 \times 1.5) + (1 \times 3 \times 2) = (6) + (4.5) + (6) = 16.5$	No—1.5 TLC
3 5000 level & 1 0000-4000 level	$(3 \times 3 \times 1.5) + (1 \times 3 \times 1) = (13.5) + (3) = 16.5$	No—1.5 TLC
4 5000 level	$(4 \times 3 \times 1.5) = 18$	Yes—3 TLC/3 credit hrs
2 5000 level & 1 6000 level	$(2 \times 3 \times 1.5) + (1 \times 3 \times 2) = (9) + (6) = 15$	No