# Pay Guidelines
# for Summer, Overload, MST and Part-time Instructors
## (Version 2, 25 June, 2019)

***(These guidelines apply to Teaching Assistants (TAs) as well, and supersede the published graduate stipend rates, when the two are in conflict.***)

1. Rate across disciplines:

    a. Part-time (unsalaried) instructors: The same pay scale for all disciplines, but a scale based on course level:
        i. Undergraduate Levels (100 through 400 levels) at $1,200 per credit hour;
        ii. Graduate Level (500- level) at $1,600 per credit hour.

    b. Salaried instructors/faculty:
        i. In the Fall and Spring salaried Faculty who are teaching overloads will be compensated with the above rates.
        ii. In the Summer, salaried faculty will be compensated at 1/27$^{th}$ of their last academic year contract salary per credit, with a maximum of one month's academic-year salary per course (up to a maximum of $8,000 per course). Courses that are co-taught will be compensated based on the percentage of the work effort for each instructor.

2. Masters of Science Teaching and other Transdisciplinary or Interdisciplinary courses: The above pay guidelines apply to all formal MST classes.

3. Minimum enrollment limits: A minimum enrollment limit of 10 students for undergraduate classes and 6 students for graduate level courses is required. Exceptions and caveats to this rule are listed below:

    a. The enrollment will be determined one week prior to the first day of classes (this allows time for drawing up contracts, etc.).

    b. Standard "institute required" lower-level, introductory classes in Mathematics, Physics, Chemistry, etc. will be offered every summer unless enrollment is too low over two or more consecutive summers to justify offering these classes.

    c. Other classes with low enrollment may be offered on a cycle of two or more years, depending on the demand.

    d. In the case of low enrollment, Chairs have the option of canceling the class or offering a pro-rated pay. In the case of TAs, the stipend would be affected by pro-rated pay, but not the tuition benefit. Please work with the Financial Administrator of Academic Affairs for the amount.

4. Community Education: The compensation standards of Community Education classes, listed below, derive from past precedent and enrollment incentives for these classes.

   (i) Fine arts courses: This is a four-tiered system, based on experience and instructor responsibilities.
      a. *No Studio level:* $105 per student, multiplied by the average enrollment over the last three years. If this is a first-time instructor, one uses the enrollment at census. The instructor is not responsible for studio supplies, overall care of the equipment or studio equipment.
      b. *Mid Level:* $130 per student, multiplied by the average enrollment over the last three years. The instructor is responsible for care and/or ordering of expensive equipment used for classroom or studio.
      c. *Studio Senior Level*: $150 per student, multiplied by the average enrollment over the last three years. The instructor is responsible for all aspects of the studio plus at least 10 years working in the studio.
      d. *Studio Master Level:* $170 per student, multiplied by the average enrollment over the last three years.
      The instructor is responsible for all aspects of the studio plus at least 15 years working in the studio.

   (ii) Physical Recreation courses: $75 per student, multiplied by the average student enrollment over the last three years. If this is a first-time instructor, one uses the enrollment at census.

   (iii) Non-credit courses: 65% of the total tuition collected.

5. Exceptions: The VPAA may make exceptions with a robust justification from the Chair and contingent on the availability of funds. Examples include:

   a. a need to offer a specific course which does not meet one of the above enrollment methods/categories

   b. the availability of exceptionally qualified instructors for demonstrably-necessary highly specialized courses.

***All points are subject to possible exceptions based on VP of Academic Affairs' review and approval.***