

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 (unsalaryed) 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 1/27th 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 ST:
 - a. Live courses: the above guidelines apply.
 - b. New or major revisions of existing DE courses: the above guidelines apply.
 - c. Distance Ed courses: \$250 per student per semester.
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. 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.
5. Exclusions: Community Education guidelines will be published separately and are not part of these guidelines.

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