

Pay Guidelines for Summer, Overload, MST and Part-time Instructors

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 1/27th of their last contract salary per credit, with a maximum of \$2,667/credit. Courses that are co-taught will be compensated based on the percentage of the work effort for each instructor.
2. MST:
 - 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 classes such as Calculus, 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. Please work with the Financial Administrator for 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.