

EMS HR Policy 02 (EMSHR 02)

**Salary for EMS Tenured and Tenure-Track Faculty
Teaching Summer Courses and Online Courses**

POLICY'S INITIAL DATE: 1 April 2015

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PURPOSE:

To establish tenured and tenure-track employees salary expectations and standards across the College, while allowing Departments to further refine their policies to suit their specific needs. The strategic goal is to incentivize increasing the number of summer student credit hours offered by EMS and to offer more online courses in the fall and spring semesters while maintaining fairness and adherence to University compensation policy. EMS leadership wants to encourage faculty to add to their teaching load by supplementing their salary for teaching above the standard annual departmental load.

CAVEATS:

The University already has policies that control/limit salary compensation on a variety of topics. The policy here does not allow those University policies to be overridden and any consideration for compensation will have to fall within those policies as well. In addition, if an individual faculty member is already being compensated through another avenue (i.e. funded by Dutton e-Education Institute with World Campus funds), then they are not entitled to further compensation under this policy. Normal annual teaching load could be scheduled to include summer teaching by reducing the fall or spring assignments, but that summer teaching would not be supplemented. Online teaching during the fall and spring semesters that are part of the normal annual teaching load would also not be supplemented. This policy does not address extra compensation for online course development. It is recommended that online course development be handled separately, either as a course release or via a lump sum payment negotiated with the department.

UNIVERSITY POLICY AND SUPPLEMENTAL SALARY PAYMENTS:

Base Salary: University payroll policy requires that the base 36-week salary be equally divided into 12 monthly payments beginning in July of each contract year. In

EMS, this equates to 3 weeks of base salary to be paid each month. Dependent on the faculty member's work contract, the actual effort expended could be more or less than the 3 weeks paid in any given month. However, over the course of the 12-month contract year, pay and effort will balance by June 30.

Supplemental Salary Payments: Supplemental payments will be in addition to the 1/12 base salary payment each month. Supplemental compensation is handled as regular income for all tax and retirement calculations. Supplemental salary will be paid in the month it is earned. The maximum amount of supplemental salary available each month will be dependent on the faculty member's 36-week base salary, approved work contract, and maximum weekly salary rate. The maximum weekly salary rate is calculated by dividing the 36-week base salary by 36. The monthly maximum supplemental salary that may be earned and paid in any given month is calculated by multiplying the weekly salary rate by the number of supplemental weeks available in that month as provided on the approved work contract. A maximum of 12 weeks of supplemental salary may be earned and paid during the contract year. As noted earlier, faculty must work the full contract year to be eligible for the full 12 weeks of salary supplement or time release. (NOTE: A maximum of 48 weeks may be paid out in a fiscal year, so any supplement salaries can only total up to 48 weeks (i.e. 40-week appointment, only 4 weeks of supplemental pay).

In most cases, tenured and tenure-track faculty members will be paid **11% of their annual 36-week base salary** for teaching a course either during Summer Session (whether face-to-face or online) or online during any semester provided this course is beyond the normal annual teaching load. (Variations around 11% are explained in [Appendix 1.](#))

Supplemental Salary Requests and Approvals: All Supplemental Salary Request Forms must be approved by the faculty member's Unit Leader, Funding Budget Unit Leader, Principal Investigator and the Dean's Office. Funding from units outside the faculty member's home department or the College, must be approved by the funding unit's budget administrator and Principal Investigator. Supplemental Salary Request Forms must be used to request all payments and obtain required approvals. The faculty member's signature on the Supplemental Salary Request Form certifies the amount of effort she/he will expend on the grant and the time period that effort will be expended. A separate form must be completed for each different supplemental funding source. However, multiple month requests may be made on the same form if the funding source is the same. All Supplemental Salary Request Forms must be forwarded to the College's Financial Office or Human Resources Office for processing. **It is not appropriate for other units outside the college to process payments (e.g., Outreach, etc.).**

The 30-Day Rule: Every effort must be made to pay supplemental salary payments in the month it is earned. As it is required for audit purposes, a letter of justification will be required for supplemental salary payment requests that go back more than one monthly pay period (30 days). The letter of justification should certify that effort was, in fact, expended during the time period payment is being requested and provide an explanation as to why the supplemental salary was not requested at that time. To expedite

the processing of supplemental salary requests in these instances the faculty member should attach the letter of justification to the Supplemental Salary Request Form.

NOTE: Tenured and tenure-track faculty members who are asked to or volunteer to teach a face-to-face or online course (World Campus-affiliated or not) during Summer Session that is beyond their normal teaching load, should be compensated for their time and effort. This is also true if they teach an online course in the fall or spring semester that is beyond their normal teaching load. Payment for any courses taught must be made when the work is being performed (within 30 days) and must not wait on funding/bonus reimbursements to the Departments.

The exception to this would be, if a faculty member shifts their teaching load to the summer, they will not be compensated using the below formula, as their 36-week salary covers that teaching load. In addition, if the faculty member is already being compensated through another funding source (i.e., by the Dutton e-Education Institute using World Campus funds), they are NOT entitled to further compensation under this policy. Any other variations will need to be approved by the Dean's Office.

DEPARTMENTAL POLICY:

Department policies must conform to the restrictions set forth in this policy, but may be further refined/adjusted within the confines of this policy to meet their specific needs. Some current Departmental policies must be rewritten/revised to meet the College's defined intent.

APPENDIX 1:

SALARY DETERMINATION CALCULATIONS FOR COMMON SITUATIONS:

A simple, equitable means for determining the compensation for tenured or tenure-track faculty who add to their regular teaching load by teaching online during any semester or in the summer (whether face-to-face or online) is the following for a three-credit lecture class:

(Fraction of weekly time) times (weekly salary rate) times (number of weeks for the course, usually 6) = 11% of annual 36-week base salary

Example: \$60,000/36-week appointment * 11% = \$6,600

The advantage of this approach is that these faculty would be compensated at a rate tied to their current salary, which is similar in spirit to the way that they are paid during the fall and spring semesters.

If the above rate is determined from the 36-week base salary, then it would be a 16.7% supplement times the fraction of weekly time devoted to teaching. To estimate this fraction for a three-credit summer class that meets for 75 minutes a day, 5 days a week, we use the following weekly estimates:

Class contact hours [(1.5 hours/class) * 5 classes/week]	7.5
Class preparation hours (matching contact hours)	7.5
Daily office hours/email [(1.5 hours/day) * 5 days/week]	7.5
Assessment (homework, exams) hours	<u>7.5</u>
Total hours	30

Based on a 45-hour week, this gives a fraction of 0.67. This fraction of 0.67 gives a proposed summer/online compensation rate of 11%, which is the same rate as that now used by the Geosciences Department, which consulted the Dutton e-Education Institute for guidance, and other units across the University. The formula for this is:

(Fraction of weekly time (2/3)) times (Annual 36-week salary/36) times (Number of weeks for the course, usually 6) = 11% of annual 36-week base salary

Note that, given the schedule is compressed by 2.5 times compared with the fall and spring semester times (15 weeks/6 weeks), the 0.67 summer weekly fraction estimate gives a corresponding fraction of approximately 0.25 in the fall or spring. The 40/40/20 estimate for percent of time that should be devoted to teaching, research, and service during the academic year would give a fraction of 0.20 for the university expectation of teaching two three-credit courses a semester. Thus, the above 0.25 fall/spring fraction is near this guideline of 0.20.

For a course that **has credits different from 3**, the formula could be modified to increase or decrease the compensation rate proportionately by:

(No. of credits/3) times 11% base salary = 7.3% for a 2-credit course
or 14.6% for a 4-credit course

The advantage of this approach is that these tenured/tenure-track faculty are compensated at a rate tied to their current salary, which is similar in spirit to the way they are paid during the fall and spring semesters.

NOTE: Even though the majority of the College's online courses are 10-12 weeks long, regardless of semester offered, the workload associated with those courses is equivalent to a 6-week summer session course, so 6 weeks is still used in the formula above for calculation purposes. (i.e., A 3-credit course delivered through World Campus typically spans 12 weeks even in the summer, but requires half the fraction of weekly time to teach when compared to a 6-week course, so the supplement is still 11%).

If teaching two or more sections of one course in a single summer session (regardless of how instruction is delivered; i.e., online, face-to-face, or a combination), the tenured/tenure-track faculty member will be supplemented at 17% of their base 36-week salary (basically 1.5 times the one section rate).

If teaching two or more sections of one course that is merged into a single summer session offering (as is frequently done to combine a World Campus section with a University Park "Web" section when the demand at those individual locations is not great enough to warrant a dedicated offering), the tenured/tenure-track faculty will be compensated for teaching one course (i.e., 11%).

If teaching separate sections/courses during each of the two summer sessions, then an 11% supplement is provided for each session.

If teaching a LEAP course, the tenured/tenure-track faculty are paid some by the Summer Session Office. This compensation would be augmented using Summer Session Incentive Funds (SSIF) to yield an 11% total supplement.

NOTE: Summer Session Incentive Funds (SSIF) are provided to academic units by the University based on the number of student credit hours (SCH) generated by each academic unit. The college then distributes SSIF to departments in proportion to each department's SCH generated. The SSIF that the College has received has grown from \$220,000 in 2011 to \$552,000 in 2014.

While faculty compensation is typically covered by SSIF, this does not mean the faculty member should not be paid at the time when the work is performed. SSIF are not reimbursed to the departments until they are

released back by the University in early fall. Based on the \$182/SCH distribution rate from Summer Session Incentive Funds in 2014, to break even, this would require the following supplements and enrollments in a 3-credit class: for a \$60,000 base salary (\$6600), 12 students and for a \$100,000 base salary (\$11,000), 20 students. An estimation of enrollment would need to be completed prior to the course start to determine if the course should be held or cancelled, unless a compelling business reason is made to hold the course regardless of cost/loss to the University.

Additionally, the more SCHs generated across the College, the greater the payout rate by which we divide in this calculation and so the lower the break-even enrollment per course. Supplemental Compensation can be prepaid on General Funds or the 1002 Clearing Account for the months of May and June. To prepay on Supplementary Compensation: you must change the indicator for prepaid to "Y".