



Regional Campus Course and Faculty Payment Policies and Procedures

The following course and faculty payment policies and procedures are meant to establish consistent standards across the regional campus system. In cases where documentable student needs do not align with these expectations, campuses continue to have the discretion to work with the Office of Regional Higher Education to authorize exceptions.

Contract Processing: Overload and Adjunct Contracts (Effective Fall 2017)

Low-enrolled courses that remain on the term schedule, generally in order to meet student graduation requirements, require additional information sharing and tracking.

- Hire letters for adjunct faculty need to explicitly address low-enrolled courses and their payment schedule
- Overload contracts to be paid on the lowest enrolled course
- Campuses will calculate faculty pay based on the number of students enrolled as of the add/drop date for the individual course
- Low-enrolled courses may continue on the course schedule at the discretion of the dean. For these low-enrolled courses that are not cancelled, a minimum of 50% pay will be guaranteed

Payment for Arranged Courses (Effective Fall 2017)

- As arranged courses are to be limited to courses that are documented as absolutely required for a student to graduate on time, payment to faculty will be based on the incremental, overload rate and process. NOTE: See separate policy and form document on the Office of Regional Higher Education site.

Credit Hour vs. Contact Hour Payments: Load, Overload, and Adjunct (Effective Spring 2018)

In the case when course credit hours do not align with course and lab contact hours for an overload or adjunct faculty contract:

- Natural Science and Engineering labs (ASTR, BIOL, BIOS, CHEM, ENGT EXPH, GEOG, GEOL, PBIO, PHYS, PSC) and Allied Health labs (MAT): pay by contact hours for lab
- NURS / NRSE courses: determined by the processes established by the School of Nursing
- All other: pay by credit hour

Practicum and Internship Courses (Effective Spring 2018)

Internship and practicum courses will only be counted toward load in cases where there are sufficient enrollments to warrant inclusion. For overload or adjunct contracts, faculty will be paid 50% of the normal incremental rate unless significant contact time is required. The determination of “significant contact time” will be based on the expectations of the academic unit and will be approved by the associate dean.