

Supplemental Payment Guidelines

When faculty are asked to teach an extra section on occasion, it may be appropriate to provide them with supplemental compensation, but this would not always be the case. Furthermore, academic units should pursue all possible avenues to meet teaching needs without incurring supplemental pay expenses. In the interest of stewardship of resources and equity, it is important that all colleges and schools follow similar guidelines when addressing these situations. The Provost's office reviews all requests for supplemental compensation. To that end, please consider the following alternatives and guidelines before requesting approval for supplemental compensation:

1. Can the individuals' teaching/research workloads be adjusted so that additional teaching assignments would not constitute an overload?
 - a. This may not be possible for faculty members with very high research activity/productivity, as they may have externally funded research commitments with an already reduced teaching load.
 - b. It might be possible to increase the teaching workload in one semester with a commitment to reduce it in a subsequent semester.
 - c. It might be possible to reduce service/administrative activities to accommodate the course load change. Carefully consider whether the extent of an administrative assignment is sufficient to warrant granting a course release; this particularly applies when the faculty member is being considered for supplemental pay for an additional teaching assignment.
2. College boundaries should be set when assigning supplemental teaching workloads to faculty who are working towards tenure.
3. For full-time non-tenure-track ranks, faculty should have at least a 4:4 teaching load or the equivalent workload before they are considered for supplemental pay.
4. For full-time clinical ranks, faculty should have at least a 3:3 teaching load plus clinical responsibilities or the equivalent workload before they are considered for supplemental pay.
5. Course enrollments should be maximized before opening additional sections that would necessitate supplemental payment consideration. (Each college will have to address this issue as it is too complex a subject to have enrollment numbers that can be used across all disciplines. However, enrollments will be evaluated when these requests are submitted to the Office of the Provost for approval.)
6. Consider employing a graduate student to help with grading. This will help control the workload and could limit supplemental pay.
7. Supplemental pay is not intended to be used for brief periods of time – such as filling in for another faculty member for 30 calendar days. Faculty should be willing to pick up the slack for short periods of time should another faculty member have to be absent for a period.

COMPENSATION:

8. Supplemental pay should be approved by the Provost's office in advance of the work being performed.
9. Supplemental pay for additional sections is limited to the adjunct instruction rate(s) determined by each school or college. These rates should be applied consistently within each unit and prorated for under-enrolled courses.
10. When a compensated overload teaching assignment does seem necessary, a faculty member should not be assigned an overload of more than one course per term (three- or four-hour class or the equivalent), except in extraordinary circumstances. Exceptions due to these circumstances should not be recurring in subsequent semesters.
11. The annual performance evaluation should accurately document the faculty member's workload for the year, including extra teaching assignments as well as any reductions in research and/or assigned service. The assessment of the faculty member's performance should be based on the resulting proportions and recognize any contributions above and beyond normal expectations.