



## Adjunct, Overload, Independent Study, Graduate Thesis/Project Salary Schedule

### Adjunct and Overload Salary Schedule

Adjunct faculty members and faculty members teaching overloads will be paid according to the following salary schedules (see Tables 1 and 2) as long as the class meets minimum enrollment per the Minimum Class Size Policy (10 students for 100- and 200-level courses, 8 students for 300- and 400-level courses, 5 students for graduate level courses). *The class with the lowest enrollment in the faculty member's load will be the one paid as an overload.*

TABLE 1: FACULTY SALARY SCHEDULE FOR UNDERGRADATE CLASSES				TABLE 2: FACULTY SALARY SCHEDULE FOR GRADUATE CLASSES			
Credits	BA/BS*	MA/MS	PhD**	Credits	BA/BS*	MA/MS	PhD**
1 SH	\$827.00	\$909.00	\$1,078.00	1 SH	\$909.70	\$999.90	\$1,185.80
2 SH	\$1,654.00	\$1,818.00	\$2,156.00	2 SH	\$1,819.40	\$1,999.80	\$2,371.60
3 SH	\$2,481.00	\$2,727.00	\$3,234.00	3 SH	\$2,729.10	\$2,999.70	\$3,557.40
4 SH	\$3,308.00	\$3,636.00	\$4,312.00	4 SH	\$3,638.80	\$3,999.60	\$4,743.20
* Any BA/BS contract requires special VPAA approval				* Any BA/BS contract requires special VPAA approval			
** PhD, EdD, or other terminal degree (e.g., MFA)				** PhD, EdD, or other terminal degree (e.g., MFA)			

### Pro-rated Salary Schedule

Overload and adjunct contracts will not be issued for classes that have not achieved half the minimum enrollment numbers; in those cases, classes may be taught as independent study (see Independent Study below). Overload and adjunct contracts for courses that have not achieved minimum enrollment numbers but are half or more of the minimum will be pro-rated as indicated in Table 3.

TABLE 3: PRO-RATED SALARY SCHEDULE					
For 100- and 200-level courses		For 300- and 400-level courses		For graduate level courses	
5 students	50% contract	4 students	50% contract	3 students	60% contract
6 students	60% contract	5 students	62.5% contract	4 students	80% contract
7 students	70% contract	6 students	75% contract	5 students	100% contract
8 students	80% contract	7 students	87.5% contract		
9 students	90% contract	8 students	100% contract		
10 students	100% contract				

## Independent Study

Faculty teaching independent study courses are compensated based on the number of credit hours, degree level of the faculty member, level of course (undergraduate or graduate), and number of students enrolled. Enrollment in a class offered via independent study must be less than the minimum enrollment allowed for the course level (undergraduate or graduate) and semester (fall/spring or summer). Classes offered as independent studies do not count toward a faculty member's regular teaching load. The following salary schedule (see Table 4) will be used to compensate faculty for each student in an independent study class.

TABLE 4: INDEPENDENT STUDY SALARY SCHEDULE					
Undergraduate Courses			Graduate Courses		
Credits	MA/MS	PhD*	Credits	MA/MS	PhD*
1 SH	\$110	\$130	1 SH	\$160	\$180
2 SH	\$220	\$260	2 SH	\$320	\$360
3 SH	\$330	\$390	3 SH	\$480	\$540
4 SH	\$440	\$520	4 SH	\$640	\$720
* PhD, EdD, or other terminal degree (e.g., MFA)			* PhD, EdD, or other terminal degree (e.g., MFA)		

## Graduate Thesis and Project (598 and 599) Courses

The chair of a graduate student's thesis or project committee will be paid according to the independent study salary schedule in Table 4 during the semester(s) in which the student is enrolled in 598 or 599 and working independently. For example: If a faculty member with a PhD is the chair of two graduate student thesis committees and both students are enrolled in in 2 credits of 599, the faculty member will be paid  $\$360/\text{student} \times 2 \text{ students} = \$720$ .

If a faculty member is teaching thesis or project (598 or 599) as a regularly scheduled class with meeting days and times, then the faculty member will be paid according to the salary schedule in Tables 2 and 3.

## Adjunct & Overload Contract Procedures and Deadlines

One month prior to the start of the semester, departments and divisions will issue adjunct and overload contracts to faculty. Within 10 calendar days after the date of issue, faculty members will return their signed contracts or contact the department or division if they wish to decline the contract. Once approved by the department or division, all adjunct and overload contracts will be sent to the Vice President for Academic Affairs for approval.

**Contracts for classes with enrollments at or above the minimum** when issued will not change and will be paid at the full rate (unless the class is canceled for some reason, in which case the contract will also be canceled).

**Contracts for classes with enrollments less than the minimum** when issued will receive a pro-rated contract (see salary schedule above). These contracts will be held in the Office of the Vice President for Academic Affairs until the day after the last day to add a class. On this day, enrollments in adjunct and overload courses with initial enrollments less than the minimum will be verified by the Office of the Vice President for Academic Affairs, and the original contract amount will be adjusted up or down accordingly. This additional step may delay processing of contracts, and as a result, faculty teaching these classes may receive their first paychecks at a later date.