

UT MARTIN: ACADEMIC AFFAIRS POLICY

SUBJECT: Adjunct/Overload Pay

AUTHORITY: VCAA

EFFECTIVE: 8/1/01

REVISION: 09/01/09

Purpose: To establish guidelines for payment to adjunct faculty and regular faculty and staff teaching overloads.

The pay policy for UT Martin adjunct faculty and regular faculty and staff teaching overloads shall apply to all campus sites effective Fall Semester, 2009.

1. Adjunct/Overload Request forms for **on-campus** classes should be sent to **Academic Affairs**. These forms are **initiated** by the department chairs and approved by the deans. Adjunct/Overload Request forms for **off-campus** and **online** classes will be **initiated** by **Extended Campus and Online Studies (ECOS)** and forwarded to department chairs and deans for approval before being returned to **ECOS**. Any changes to the Adjunct/Overload Request forms must be resubmitted with the revision date shown.
2. Supplemental expenses based on the chart below for adjuncts and regular faculty and staff must be made on the Adjunct/Overload Request forms. Estimates of travel expenses for regular faculty and staff teaching overloads must also be made on the Adjunct/Overload Request forms.
3. Adjunct faculty and regular faculty and staff teaching overloads shall receive the standard rate of pay per semester credit hour set by Academic Affairs.
4. **Adjunct faculty and regular faculty and staff traveling** to the teaching site shall receive **Supplemental Pay** based on the number of trips made. Except for dual enrollment courses, which are scheduled by the partner high schools, such supplemental pay will be limited to a maximum of two trips per week. According to UT Fiscal Policy, travel distances are calculated from the faculty member's **residential or work address, whichever mileage is less**. Classes taught on the same day are not eligible for additional trip reimbursement. In

addition to supplemental pay, **regular faculty and staff** teaching off-campus classes shall also be reimbursed for travel expenses in accordance with the University travel policies.

<u>One way travel distance</u>	<u>Supplemental Pay Per Trip</u>
0-20 miles	\$0
21-45 miles	\$25
46-90 miles	\$50
91-above miles	\$75

Travel expenses for regular faculty and staff shall be submitted in IRIS as usual.

5. Regular faculty and staff who teach Distance Learning classes which include off-campus delivery of the class, shall be reimbursed for a maximum of **25 percent of scheduled class meetings** at remote locations. Travel requests beyond the 25 percent of class meetings must be approved in advance and funded by the departments and colleges. Adjunct faculty who teach Distance Learning classes which include off-campus delivery of the class, shall be paid according to the Supplemental Pay chart.
6. Any exceptions to the above guidelines must be approved by the appropriate department chair, dean, and Vice Chancellor for Academic Affairs. The Director of ECOS must also approve any exceptions for off-campus courses.
7. **Revisions** to class schedules should be processed as they occur and **no later than 5 p.m. on the 14th day of classes**. After the 14th day, no classes should be designated as being taught by “Staff.”
8. Service dates for **Fall Semester** are **September through December**. Service dates for **Spring Semester** are **February through May**.
9. Adjunct faculty will be paid a lump sum payment at the end of the semester. Any adjunct faculty teaching six hours or more may be paid monthly upon request.