

UT MARTIN: ACADEMIC AFFAIRS POLICY

SUBJECT: Adjunct/Overload Pay and Utilization

AUTHORITY: VCAA

EFFECTIVE: 8/1/2001

REVISION: 12/16/2011

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

UT Martin adjunct faculty and regular faculty and staff teaching overloads shall be compensated as follows:

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 Pay, the amounts and policies for which are outlined hereinafter, must be noted 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 as set by Academic Affairs. The current standard rate is **\$605 per credit hour**. The **minimum enrollment** for courses taught by adjunct faculty is **five**; classes with fewer than five may be offered for pro-rated pay, using a divisor of five, if the faculty member agrees. The number used for calculation of pay will be the enrollment at the conclusion of the deadline for students to add the course. Due to the nature of dual enrollment classes and the unique practices used to account for these classes, pro-ration for those classes will be based on a 10-student divisor. Faculty with an adjunct/overload section that is taught both “live” and at another site using Distance Learning resources will be paid for each location; the minimum enrollment for full pay will be five for the in-person site and 10 for the DL’ed section.
4. **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.”
5. Service dates for **Fall Semester** are **September through December**. Service dates for **Spring Semester** are **February through May**.

6. **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.

7. 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/or 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.

8. Any exceptions to the above guidelines must be approved by the appropriate department chair, dean and Vice Chancellor for Academic Affairs. The Executive Director of ECOS must also approve any exceptions for off-campus courses.

9. Adjunct faculty will be paid a lump sum payment at the end of the semester. Exceptions may be made for monthly payments with departmental approval.

10. **Regular faculty and staff** who agree to teach overloads will be limited to two courses (including any combination of on-campus, extended campus, online, General Studies, etc., but not counting any uncompensated independent study duties) per semester. Exceptions must be approved by the appropriate department chair, dean and Vice Chancellor for Academic Affairs.