

## UT MARTIN: ACADEMIC AFFAIRS PROCEDURE

**SUBJECT:** Adjunct/Overload Pay and Utilization

**AUTHORITY:** VCAA

**EFFECTIVE:** 8/1/2001

**REVISION:** 1/1/2017

**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 the Office of Educational Outreach (OEO) and forwarded to department chairs and deans for approval before being returned to OEO. Any changes to the Adjunct/Overload Request forms must be resubmitted with the revision date shown.
2. Outreach Supplement Pay, the amounts and policies for which are outlined below, 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. Adjunct and overload pay rates are determined by a combination of the course type and the contact hours generated for each course. The Faculty Workload Formula Calculation undergraduate and graduate worksheets explain the workload value of each type of course as well as the correct calculation of adjunct/overload pay. Both worksheets are posted on the Institutional Research website and may be linked as follows:  
<http://www.utm.edu/departments/irp/pdfs/Faculty%20Workload%20Formula%20Calculations%20%20Undergraduate%20062015.pdf>  
<http://www.utm.edu/departments/irp/pdfs/Faculty%20Workload%20Formula%20Calculations%20%20Graduate%20062015.pdf>
4. 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 end of each semester's 14th day, which is the standard reporting date established by the Tennessee Higher Education Commission. 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 (DL) 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 section.

5. As a normal teaching load for full-time faculty is defined as .9 to 1.1 FTE, no additional compensation will be paid for overloads that do not exceed 1.1 FTE. In addition, nothing in this policy is intended to preclude the agreed-upon redistribution of teaching assignments within an academic year (teaching 15 hours in the fall and nine hours in the spring, for example) or “banking” of overload courses under an approved departmental policy. Faculty with appointments that include service and scholarship expectations (tenure-track lines, e.g.) typically teach 12 credit hours each fall and spring term, while faculty whose appointments do not include such expectations (most term lecturer lines, e.g.) typically teach 15 credit hours.
6. 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.”
7. Adjunct faculty teaching at regular university rates at a UT Martin outreach center shall receive an Outreach Supplement of \$65 per undergraduate lecture contact hour or \$53 per undergraduate lab contact hour, in addition to the current adjunct rate of \$605/lecture contact hour or \$484/lab contact hour. This supplement does not apply to adjuncts teaching at specially negotiated rates or student teaching supervisors. A schedule detailing the total Outreach Supplement for one through six hours of instruction may be accessed on the Educational Outreach website.
8. Adjunct faculty will be paid in four equal installments each semester. Service dates for fall semester are September through December, while service dates for spring semester are February through May.
9. Regular faculty and staff teaching off-campus classes, while not eligible for Outreach Supplement pay, may be reimbursed for travel expenses in accordance with University travel policies. Travel expenses for regular faculty and staff shall be submitted in IRIS.
10. Regular faculty and staff who teach DL 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.
11. Any exceptions to the above guidelines must be approved by the appropriate department chair, dean and Vice Chancellor for Academic Affairs (VCAA). The Executive Director of OEO must also approve any exceptions for off-campus courses.
12. Regular faculty and staff who agree to teach overloads will be limited to six hours per semester, including any combination of on-campus, extended campus, online, General Studies, etc. (but not counting any uncompensated independent study duties). Exceptions must be approved by the appropriate department chair, dean and VCAA.