

UT MARTIN: ACADEMIC AFFAIRS PROCEDURE

SUBJECT: Adjunct/Overload Pay and Utilization

AUTHORITY: VCAA

EFFECTIVE: 8/1/2001

REVISION: 1/9/2019 (final revision 2/22/19)

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. Adjunct faculty and regular faculty and staff teaching overloads shall receive the standard rate of pay per semester contact 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:

[Undergraduate Faculty Workload Formula](#)

[Graduate Faculty Workload Formula](#)

4. The minimum enrollment for courses taught by adjunct faculty, or regular faculty teaching an overload, is five; courses with fewer than five may be offered for pro-rated pay, using a divisor of five, if the faculty member agrees. Distance Learning (DL) course enrollment is defined as the total number of paying students across all off-campus sections of the course (cumulative enrollment at originating and all receiving sites). 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.

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 procedure 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 shall receive the current adjunct rate of \$670/lecture contact hour or \$536/lab contact hour. Regular faculty teaching in overload will be compensated with the current rate of \$605/lecture contact hour or \$484/lab contact hour. Adjunct and overload pay rates are determined by a combination of the course type and the contact hours generated for each course using the Faculty Workload Formula Calculation undergraduate and graduate worksheets.

8. Adjunct faculty and regular faculty teaching in overload for the Office of Educational Outreach and regular faculty teaching in overload who teach DL courses (does not include hybrid courses) will receive an additional stipend of \$500.

9. Adjunct faculty traveling to a teaching site shall receive an additional stipend at semester end if the travel from home to the teaching site causes additional burden (excluding hybrid courses). The stipend will follow the below guidelines:

<u>One-way travel distance</u>	<u>Windshield Stipend</u>
0-20 miles	\$0
21-45 miles	\$250
46-90 miles	\$500
91-above miles	\$750

10. Regular faculty and staff teaching off-campus classes, may be reimbursed for travel expenses in accordance with University travel policies. Travel expenses for regular faculty and staff shall be submitted in IRIS.

11. Regular faculty and staff who teach DL classes which include off-campus delivery of the class shall be reimbursed for travel 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.

12. Compensation from the Office of Educational Outreach will be received at semester’s end unless prior approved. Adjunct faculty on the Main Campus can be paid in four equal installments each semester (with prior departmental approval) or by additional pay at the end of the semester. Service dates for fall semester are September through December, while service dates for spring semester are February through May.

13. Any exceptions to the above guidelines must be approved in advance by the appropriate department chair, dean and Vice Chancellor for Academic Affairs (VCAA). The OEO Central Office Director must also approve any exceptions for off-campus courses in advance.

14. 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 in advance by the appropriate department chair, dean and VCAA.