FACULTY LOAD AND COMPENSATION

The classifications of faculty referred to in AP&R Number 4 are defined in the Board of Governors Policy on the Classification of Faculty: http://www.ucmo.edu/upo/bog/policy.cfm?upoID=2.2.040.

I. Load (full-time faculty)

A. Academic Year

During the academic year full-time faculty members normally teach the equivalent of 24 semester (contact) hours that generate university general fund revenue. Courses designated as other fee categories (e.g., Extended Studies entrepreneurial courses) are not considered to be part of the regular faculty load. Chairs, with the approval of the dean, may reassign a portion of the faculty load to other university duties.

B. Summer Term

Summer teaching assignments are neither guaranteed by the university nor required of individual faculty members. The need and opportunity for teaching assignments varies across department. The maximum load for summer teaching is 9 credits.

II. Overloads (full-time faculty)

Since full-time faculty members have scholarship and service responsibilities in addition to teaching responsibilities, overloads should be arranged carefully so that faculty do not become over extended and can meet their regular responsibilities. Therefore, departments shall hire adjunct faculty whenever possible to cover classes that exceed the capacity of the full-time faculty.

The Provost’s Office distinguishes between two types of overload: those funded out of the general fund and those funded through Extended Studies. Regardless of type, faculty may teach a maximum of one course overload (3 credits) per semester with the approval of the dean. Overloads funded via Extended Studies may be taught by faculty at their election with the chair’s and dean’s concurrence. However, overloads funded via general funds shall only be authorized by the dean when it is impossible or impractical to hire adjunct faculty because of last minute staffing problems due to emergencies or unexpected high enrollment. Deans shall notify the Provost’s Office whenever they approve an overload funded by the general fund. The notification should include a brief explanation consistent with this policy. Double overloads will only be approved in the rarest circumstances. Such exceptions require approval of the provost.

Formula for calculating overload salary:

- **Full-time faculty:** overload salary = Acad year salary / 24 * .5 * sem. hours
Librarians: overload salary = 9-month salary / 24 * .5 * sem. hours, where: 9-month salary = salary / 12 * 9

III. Compensation

A. Full-time Faculty (Academic Year)

Full-time faculty members; including non-tenure-track, tenure track, tenured, and visiting faculty members; are compensated in accordance with UCM Faculty Compensation Policies and Procedures specified in the Faculty Guide. See http://www.ucmo.edu/faculty_guide/iii_personnl_07.pdf, pages III-23 through III-29.

B. Full-time Faculty (Summer Term)

Department chairs may offer two types of summer teaching contracts to full-time UCM faculty members who are employed on 9-month academic contracts: Regular Summer Contract or Variable Compensation Contract. The type of contract to be offered for each course is determined by the department chair with the approval of the dean.

1. Under a Regular Summer Contract, salary is calculated at the rate of 3.3% of the 9-month academic salary (immediate past academic year) per credit hour.

   Regular Summer Contract = Acad year salary * .033 * sem. hours

   For example, for a faculty member with a $60,000 9-month salary teaching a three-credit-hour summer course, the salary calculation would be: $60,000 x .033 x 3 = $5,940.

2. Under a Variable Compensation Contract, the minimum salary is calculated as the applicable adjunct faculty rate. This amount will be paid to the faculty member if the course enrollment produces revenue at or below the break-even level. (Note: Courses with zero enrollment will be cancelled and no compensation will be paid to the faculty member.)

   As course revenue rises above the break-even level, the compensation paid to the faculty member increases. The maximum salary paid under an Individual Variable Compensation Contract is the Regular Summer Contract amount.

   a. Variable Compensation Contracts are typically offered to faculty members who desire to teach a course during the summer session that is expected to have low enrollment.

   b. The decision to offer a variable compensation contract to a faculty member is made by the department chair with the approval of the college dean. There is no minimum expected enrollment level that compels the department chair to offer a variable compensation contract.

   c. The decision to offer or not to offer a variable compensation contract is made on a case-by-case basis, and may include consideration of the faculty member’s entire summer teaching load, including expected enrollments in other summer courses assigned to the faculty member. The department chair may also consider past enrollment history and other relevant factors in the decision to offer an Individual Variable Compensation Contract.
Example 1: Professor “A” is assigned to teach a course that is expected to enroll 35 students. Professor “A” has also asked (or been offered) to teach a course with a low expected enrollment. The department chair, with the approval of the dean, may offer Professor “A” a Regular Summer Contract for both courses.

Example 2: Professor “B” has asked (or been offered) to teach one or more courses with low expected enrollments. The department chair, with the approval of the dean, may offer Professor “B” a Variable Compensation Contract for one or more of the courses.

d. The decision to offer a course under a variable compensation contract is to be made prior to posting the course to the summer schedule. The faculty member must agree to teach the course under a variable compensation contract before the course is posted.

e. If a faculty member declines the offer of a variable compensation contract, the department chair may choose not to offer the course or to offer the teaching opportunity to another full-time or adjunct faculty member.

C. **Adjunct Faculty (Academic Year and Summer Term)**

Adjunct faculty are paid per credit hour according to the base rates indicated in this section, below. (NOTE: For Extended Studies rates see Section IV of AP&R 4.)

When exempt employees serve as adjuncts, they must teach the course outside their regular working hours or use vacation time. It is not permissible to hire non-exempt employees to teach courses due to federal guidelines stating overtime must be paid in addition to payment for the course.

When market conditions demand, deans may increase the credit hour rate up to an additional $400 per credit hour for adjuncts (excluding retired faculty). However, deans may not pass these costs on to the Provost or Extended Studies. When faculty members teach very large sections (e.g. 150 students), deans may pay a salary rate consistent with the load factors stated in the faculty guide.

Calculation of salary for adjunct faculty (per credit hour):

- **Adjunct Faculty and Professional Staff**
  - Doctoral degree or equivalent: $900
  - Specialist degree or Master’s degree: $700
  - Bachelor’s degree: $600

- **Retired Faculty**
  - Doctoral degree or equivalent: $1,500
  - Specialist degree: $1,400
  - Master’s degree: $1,300
  - Bachelor’s degree: $1,200
IV. Extended Studies Compensation

A. Overload Salary (full-time faculty)

overload salary = 9-month teaching salary / 24 * course credit hour(s) * .5

Applicable for instruction of catalog course offerings which exceed the instructor’s regular load. In the event that course enrollment is not expected to support payment of the full salary and associated benefits, a lesser salary may be negotiated between the instructor and Extended Studies prior to the beginning of the course.

B. Entrepreneurial Salary


C. Adjunct Faculty (Academic Year and Summer Term)

Adjunct faculty are paid per credit hour according to the base rates indicated in this section, below. (NOTE: For Extended Studies rates see Section IV of AP&R 4.)

When exempt employees serve as adjuncts, they must teach the course outside their regular working hours or use vacation time. It is not permissible to hire non-exempt employees to teach courses due to federal guidelines stating overtime must be paid in addition to payment for the course.

Non-exempt employees may be hired as adjuncts only with the approval of the college dean and the School of Graduate and Extended Studies. Non-exempt employees must be paid overtime in addition to payment for the course. The college and/or department are required to assume the cost of the additional overtime payment. Courses paid in this manner must generate sufficient tuition revenue to cover all instructional costs. The Provost may grant an exception in circumstances where a course must be offered to serve specific student needs.

- Doctoral degree or equivalent: $900 per credit hour
- Specialist degree or Master’s Degree: $700 per credit hour
- Bachelor’s degree: $600 per credit hour