

Academic Affairs Pay Schedule & Procedure for Supplemental Pay

(Effective Date: October 23, 2023)

I Part-time/Overload Instruction

In general, part-time faculty will be paid at a fixed rate per credit hour offering based on the faculty member's highest degree as indicated in the table below. While the scale will apply to most offerings, exceptions may apply to atypical courses such as those involving labs, student teaching and internship supervision, or other situations approved by the Office of Academic Affairs.

Highest Degree	Rate/Credit Hour
Bachelor's	\$ 1,032
Master's	\$ 1,161
Doctorate/Terminal	\$ 1,290

II Instruction at Locations Outside of Boone

For qualifying in-load courses, compensation may be provided at a rate outlined in the appropriate chart below. Percentages are calculated based on the faculty member's base salary. If a course is an overload or contracted outside the normal contract period of the faculty member, the stipend is paid in addition to the appropriate overload or summer compensation. Online courses do not qualify for a separate stipend. Hybrid and face-to-face courses must be taught at a site that is at least 30 miles from the Boone campus or the faculty member's assigned off-campus location to qualify for a stipend. Other courses excluded from the policy include off-campus offerings when there are equivalent campus courses for which travel is an inherent part of instructing the course. Examples may include internships, student teaching, study abroad or other field-based courses. The following off-campus locations are excluded from this section: Blackburn-Vannoy Farm, Dark Sky Observatory, Sofield facility, and Appalachian Ski Mountain.

Mileage may be reimbursed in accordance with the University Travel and Business Expense Guidelines. If travel occurs weekly to the same location and course, an approved blanket travel form will be required, and mileage should be claimed monthly.

Face to Face > 60 miles from assigned location

Effective Date	Summer 2023 and Beyond
8+ Class Meetings	2.5%
<8 Class Meetings	1.0%

Face to Face 30 - 60 miles from assigned location

Effective Date	Summer 2023 and Beyond
8+ Class Meetings	1.5%
<8 Class Meetings	0.5%

III Summer Instruction

- For qualifying courses, compensation may be provided at a rate equal to 2 2/3% of the faculty member's base salary per credit hour of delivery or the part-time instruction schedule in section I, whichever is greater. Internship supervision, revenue-generated courses, and other atypical offerings are excluded as qualifying courses for this policy and may be compensated using a different metric. The compensation for a revenue-generated course may not exceed the rate specified above for a regular course offering.
 - Internship supervision is compensated on a per-student basis not to exceed 8% of the faculty member's 9-month base salary.
 - Revenue-generated courses (RG) are generally low-enrolled non-essential courses approved by the Dean's Office. Faculty instructors for RG courses will be paid based on actual tuition earned. As a result, compensation will be calculated once enrollment in the applicable summer session is completed. Revenue-generated courses will be contracted in a separate summer contract.
- For full-time faculty members, resignations are effective June 30 or December 31. During summer, in the event a full-time faculty member submits an intention to resign, resigns, or is terminated from the full-time faculty position prior to August 30, the effective date of the resignation is June 30. As a result, the summer course(s) taught during Summer II will be paid at the posted adjunct salary rate in Section I.
- Payment timeline
 - 5-week Summer I courses will be paid at the end of June
 - 5-week Summer II courses will be paid in approximately equal installments in July and August
 - 10-week courses spanning Summer I and Summer II will be paid in approximately equal installments in June, July and August
- Faculty Load & Compensation (FLAC) Process for Faculty Summer Instruction
 - Faculty member is notified via email of courses to acknowledge in Banner Self Service
 - Faculty member acknowledges courses in Banner Self Service
 - Once acknowledged and enrollment is calculated for any RG courses, contract for summer course(s) is generated and submitted to faculty member via DocuSign
 - Faculty member signs contract in DocuSign
- Internship compensation will be determined based on the number of students supervised during the internship.
 - Departments/Colleges will be responsible for establishing and presenting a proposed pay schedule to the Associate Director, Student Employment & Internships and the Chief Financial Officer (CFO) of Academic Affairs for approval.

- The Associate Director, Student Employment & Internships and the CFO will determine approval or denial of the rates.
- Once approved, the rates will be provided to the FLAC team for inclusion in the summer payment schedule.