

Academic Affairs Pay Schedule & Procedure for Supplemental Pay

(Effective Date: January 1, 2025)

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	\$ 1,063
Master's	\$ 1,196
Doctorate/Terminal	\$ 1,329

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

8+ Class Meetings	2.5%
<8 Class Meetings	1.0%

Face to Face 30 - 60 miles from assigned location

8+ Class Meetings	1.5%
<8 Class Meetings	0.5%

III Summer Instruction

- **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.

- **Revenue-generated courses (RG)** are generally low-enrolled non-essential courses approved by the Dean's Office. The compensation for a revenue-generated course may **not** exceed the rate specified above for a regular course offering.

- 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.

- **Internship compensation** will be determined based on the number of students supervised during the internship. Internship supervision is compensated on a per-student basis **not** to exceed 8% of the faculty member's 9-month base salary.

- The Associate Deans meet to determine the rates.
- The rates are then given to the AVP of Resource management in Contracting and Budgeting for review and approval.
- **Current Rates:**
 - Undergraduate
 - 1 – 5 Credit Hours - \$300 per student
 - 6 – 8 Credit Hours - \$500 per student
 - 9 - + Credit Hours - \$750 Per Student
 - Graduate
 - 1 – 3 Credit Hours - \$500 per student
 - 4 - + Credit Hours - \$750 Per Student

- **Phased Retirees**

- **Optional Retirement Plan (ORP)**
 - Faculty members beginning Phased Retirement on July 1 **may** teach Summer Session I, as they remain full-time faculty during this period.
 - It is recommended that faculty members do not teach Summer Session II, but teaching is permitted if weekly work hours do not exceed certain limits.
 - Since exceeding work-hour limits may impact health insurance benefits, faculty members should proactively consult their retirement health insurance carrier to ensure compliance.

- **Teachers' and State Employees' Retirement System Plan (TSERS)**
 - Faculty members beginning Phased Retirement on July 1 **may teach** Summer Session I since they are still a full-time faculty member during Summer Session I. However, they cannot teach Summer Session II, as doing so would exceed their annual work-hour or earnings limit.
 - The limit of earnings will determine if they can teach in future Summer Sessions. Re-employed retirees in the TSERS plan are strongly cautioned to carefully consider teaching in the summer, as the amount of money earned for teaching summer session courses could jeopardize the monthly TSERS retirement benefit. Consult your individual earnable allowance available through the State Retirement System Office. In addition, Faculty members should proactively consult their retirement health insurance provider to confirm eligibility and avoid potential benefit disruptions.
- **Compensation for Phased Retirees**
 - Compensation for teaching summer courses is paid at a fixed rate per credit hour, based on the faculty member's highest degree, as outlined in Section I.
 - **Revenue-Generated (RG)** courses may not exceed the current Part-Time/Overload Instruction rate listed in Section I.
 - **Internship supervision:** compensated according to the rates in Section I.
- **Chairs**
 - **Teaching Period:** Chairs may teach **up to two courses** during **Summer Session I only**.
 - **10-week courses, including internships**
 - **These are discouraged** as they may interfere with Chair responsibilities and the Chair Summer Institute in July.
 - Teaching such courses requires an **exception request**.
 - **Chair Summer Institute**
 - **Attendance** at the **Chair Summer Institute in July** is **mandatory**.
 - Compensation for participation is included in the Chair's salary.
 - **Exception Request Procedure**
 - The Chair submits a justification email to the Dean
 - Subject line "**Chair Summer Teaching,**"
 - CC the email to: cbaa@appstate.edu.
 - If approved by the Dean, the request will be forwarded to the Provost by **AA C&B**
 - After the Provost's review, an email notification is sent to both the **Dean and Chair**.
- **Summer 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
 - Flight Path Summer course will be paid in two installments (June and July)

- **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

- **Resignations**
 - 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.

Work Hour Equivalence for Fall and Spring Instruction

Credit Hrs Taught	Hrs/Wk Effort EQUIV	Corresponding FTE	% of FT	
1	3	0.075	7.5%	Not ACA healthcare eligible
2	6	0.150	15%	
3	9	0.225	22.5%	
4	12	0.300	30%	
5	15	0.375	37.5%	
6	18	0.450	45%	
7	21	0.525	52.5%	
8	24	0.600	60%	
9	27	0.675	67.5%	
10	30	0.750	75%	ACA healthcare eligible
11	33	0.825	82.5%	
12	36	0.900	90%	
13	39	0.975	97.5%	
>13	40	1.000	100%	

*In general: Adjunct faculty should ordinarily be credited with (3) hours of work per week for each credit hour assigned to a semester-long course.

For example, an adjunct faculty member teaching one (1), three-hour class would be calculated as working nine (9) hours in that week. Adjuncts who teach (9) credit hours would be calculated as working twenty-seven (27) hours in a given week. Thus a faculty member teaching ten (10) credit hours would be deemed as working thirty (30) hours a week and be eligible for health insurance under ACA rules.

**From Memo dated June 24, 2013 from UNC System Office.*

Summer Session Work Hour Equivalency for Instruction

5 Week Term

Credit Hours Taught	Hrs/Wk Effort EQUIV	Corresponding FTE
1	9	0.225
2	18	0.450
3	27	0.675
4	36	0.900
>4	40	1.000

Note: Equivalency based on converting the UNC System Equivalency Chart for a 15 week academic term to a 5 week academic term with the same level of instructional contact. The conversion factor is to multiply the academic semester equivalencies by 3 to account for the academic term compression.

10 Week Term

Credit Hours Taught	Hrs/Wk Effort EQUIV	Corresponding FTE
1	4.5	0.1125
2	9	0.2250
3	13.5	0.3375
4	18	0.4500
5	22.5	0.5625
6	27	0.6750
7	31.5	0.7875
8	36	0.9000
>8	40	1.0000

Note: Equivalency based on converting the UNC System Equivalency Chart for a 15 week academic term to a 10 week academic term with the same level of instructional contact. The conversion factor is to multiply the academic semester equivalencies by 1.5 to account for the academic term compression.