

## **Budget and Research Committee Recommendations:** **Guidelines for Part-time Instructor Pay**

1. Grandfathering: We support grandfathering current instructors who are teaching the same course if the new pay schedule would lead to a cut in pay.
2. Flat rate across disciplines: We support the same pay scale for all disciplines (Humanities, Engineering, Physical Science, etc.), but with a scale based on course level: Lower division (100-200 level) at \$1,000 per credit hour; upper division (300-400 level) at \$1,300 per credit hour; graduate (500 level) at \$1,500 per credit hour. We recognize that the state funding formula provides for variations in funding between disciplines, and that these differences are important for providing the resources necessary to offer courses over the spectrum of degree programs; nevertheless, these guidelines for part-time instructor compensation are designed for fairness and simplicity of implementation.

Courses that are co-taught will be compensated based on the percentage of the work effort for each instructor. This is intended as a base pay scale and can be increased at the discretion of the Vice President for Academic Affairs. For example, pay increases based on performance may be considered for Part-Time Instructors who have taught for multiple years (see “5”, below).

3. Minimum enrollment limits: We recommend minimum enrollment limits of 10 for lower division, 8 for upper division, and 5 for graduate level courses. Enrollment numbers should be determined no sooner than one week prior to the first day of classes, which will allow time for drawing up contracts, etc. Minimum enrollments will not be applied to courses that are listed as specific requirements in any degree program.
4. Bonus for high enrollment: We do not recommend additional compensation for enrollment above a set number of students. However, a maximum class size (above the minimum) may be specified by the department chair, in consultation with the instructor and the V.P. for Academic affairs. If demand exceeds this maximum, additional sections (to be paid at the standard rate) may be required.
5. Exceptions: There must be provisions for exceptions to the pay schedule. Exceptions may be justified, for example, based on the availability of qualified instructors for highly specialized courses. All points are subject to possible exceptions based on Academic Affairs' review, approval and necessary adjustments.