

ADJUNCT/OVERLOAD/INDEPENDENT STUDY PAY FAQS

Pay Rates (Minimum enrollment for a class to make: 8 students for 3 credit hours or less/6 students for 4 credit hours)

Adjunct	\$450 per credit hour
Adjunct with 3 completed Quality Matters Workshops	\$500 per credit hour
Overload	\$500 per credit hour
Independent Study	\$50 per credit hour

Hourly Pay Rates

The Dean in consultation with HR may decide to pay certain adjuncts at an hourly pay rate. These adjuncts are typically working in technical programs or in clinical areas. The rate varies from \$15 to \$25 per hour depending on the program and the adjunct qualifications.

Adjuncts being paid an hourly rate cannot work more than 29 hours per week.

Adjunct Load Limits

Adjunct faculty are limited to 9 credit hours per semester. ASUMH semesters include Fall, Spring and Summer (Summer I and II count as one semester).

Adjuncts who also Work as Part-time Staff

To determine the number of hours an adjunct is allowed to work in the staff position the following formula is used:

29 hours – (Number of credit hours teaching X 3) = Number of hours allowed to work in staff position

Overload Limits

Full time faculty are limited to 6 credit hours of overload. The VCA must approve faculty loads greater than 21 credit hours.

Independent Study vs. Pro-rated Instruction

For independent study courses the burden of study is on the student.

For pro-rated courses the burden of instruction is on the instructor. Pro-rated courses will be taught using the instructional format indicated on the course schedule (i.e. seated, internet assisted, or online).

Calculating Pro-rated Pay Rates for 3 credit hours or less when enrollment is less than 8 (Rate per credit hour/8) X Number of credit hours X Number of students enrolled = Total pay for the class

Calculating Pro-rated Pay Rates for 4 credit hours when enrollment is less than 6
(Rate per credit hour/6) X Number of credit hours X Number of students enrolled = Total pay for the class

Calculating Independent Study

\$50 per credit hour x Number of credit hours X Number of independent studies = Total independent study pay

Course Enrollment Limits

Typically, seated class enrollment limits are based on the number of seats available in the scheduled classroom. Most classes have an enrollment limit of 25 though some do go up to 30 with consent of the instructor. Most developmental classes usually have an enrollment limit of 20 students.

The typical online class enrollment limit is 24.

Increasing Course Limits

Instructors can approve exceeding the enrollment limit if space is available. Overriding enrollment limits is strictly at the discretion of the instructor.

When student demand is high, instructors may be asked to increase the course limit to as much as 40. If enrollment reaches 30 the class will be split and the instructor may be granted approval for additional overload.

Meeting Load

If a class does not make and this causes a full-time instructor load to drop below 15 credit hours, a course will be assigned to the full time instructor from the pool of adjunct instructor courses. The course will be selected by the Dean.

If a class does not make and this causes a full-time instructor load to drop below 15 credit hours and there are no classes available to be assigned to the instructor, the time will be made up tutoring in the tutoring center. The formula for calculating the number of hours in the tutoring center is:

1 credit hours = 2 contact hours in Tutoring Center

Payment Schedule

Faculty are paid twice monthly on the 15th day and the last day of the month during the Fall, Spring, Summer I and Summer II terms. The Extended Summer term is paid monthly on the last day of the month.

Term	First Installment	Number of Installments
Fall	September 15	7
Spring	February 15	7
Summer I	June 30	1
Summer II	July 31	1
Extended Summer	June 30	2 monthly installments

Policy for Splitting an Online Class

If an instructor wants to increase the enrollment limit for an online class to allow it to split, the split will happen when the enrollment reaches 40 students. If the enrollment of the class does not reach 40, there is added compensation for the extra students.

For a faculty member being paid \$500 per credit hour, the added compensation is \$33.33/credit hour for each student beyond 25 students. So, an instructor teaching a three hour class will receive \$100 for each student beyond 25 students. A class of 31 students will no longer be split, but the instructor will receive \$600 beyond the base pay for the class. By the time the enrollment reaches 40 students, the added compensation is \$1500, which is the pay for a three hour class.

A faculty member being paid \$500 per credit hour teaching a four hour class will receive \$133.33 for each student beyond 25 students. A class of 31 students would have added compensation of \$800 beyond the base pay.

For a faculty member being paid \$450 per credit hour, the added compensation is \$30/credit hour for each student beyond 25 students. An adjunct instructor teaching a three hour class will receive \$90 for each student beyond 25 students. A class of 31 students will no longer be split, but the instructor will receive \$540 beyond the base pay for the class. By the time the enrollment reaches 40 students, the added compensation is \$1350, which is the overload pay for a three hour class.

This policy only applies to online courses that have increased the enrollment limit to 40 in hopes of a split class.

This policy goes into effect Fall, 2017.