

# Utah Tech University Policy

## 643: Faculty Off-Contract and Supplemental Compensation



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### I. Purpose

- 1.1 To provide a fair and equitable compensation model for Full-time Faculty at Utah Tech University (“the University”) engaged in off-contract and supplemental responsibilities beyond the standard academic year appointment.

### II. Scope

- 2.1 This policy applies to all Full-time Faculty who accept additional duties and responsibilities beyond their standard academic year appointment, including overload.

### III. Definitions

- 3.1 **Academic Year:** The period beginning the day set by the University as the reporting date for Full-time Faculty for Fall Semester and ending five (5) University Business Days after the University’s Spring Semester Commencement.
- 3.2 **Full-time Faculty:** University employee holding an appointment in one of the following faculty categories listed in University Policy 631: Faculty Categories: Tenure-Track, Professional Track, Clinical Track, Visiting, and Post-doctoral Fellowship.
- 3.3 **Institutional Base Salary (IBS):** Amount of money paid to an employee in return for work required in a specific position performed within an academic year. Institutional Base Salary does not include overtime, overload, contracted services, or any other remuneration for extra services.

- 3.4 **Overload:** When a Full-time Faculty member, during a semester of the Academic Year, exceeds the teaching workload required of the faculty member. Workload requirements are reflected in University Policy 635: Faculty Workload, except for Visiting and Post-doctoral Fellowship faculty, whose workload requirements are established in the respective faculty member's appointment letter.
- 3.5 **Reassigned Time:** Time typically dedicated to teaching responsibilities that is reallocated to focus on special projects, curriculum development, research, or other tasks approved by the dean or the Provost and Vice President of Academic Affairs (VPAA).
- 3.6 **Summer Session:** The period outside the Academic Year when Full-time Faculty on standard nine (9) month contracts are off-contract, commencing five (5) University Business Days after the date scheduled for Spring Commencement and ending the University Business Day prior to Full-time faculty's scheduled Fall reporting date.

#### IV. Policy

- 4.1 The University compensates Full-time Faculty for off-contract and additional work as follows:
- 4.2 Overload Compensation: A Full-time Faculty member is compensated for overload work at the base rate for part-time instructors. See University Policy 638. Sample part-time compensation rate can be viewed on the University Human Resources website.
- 4.3 Summer Session Compensation
  - 4.3.1 Full-time Faculty and Part-time Faculty teaching during the summer session, are compensated at the summer session compensation standard rate based on course enrollment. Sample calculations can be viewed on the University Human Resources website.
  - 4.3.2 Summer session work funded by external sources, such as grants, is compensated at the Institutional Base Salary (IBS) rate.
- 4.4 Reassigned Time Stipend
  - 4.4.1 Assistant and Associate Deans
    - 4.4.1.1 In addition to reassigned time, Assistant and Associate Deans are paid a stipend for performing administrative duties as described in Policy 661: Academic Structure.

#### 4.4.2 Department Chairs

- 4.4.2.1 In addition to reassigned time, Department Chairs are paid a stipend for performing administrative duties as described in Policy 661: Academic Structure.

#### 4.4.3 Program Coordinators/Directors

- 4.4.3.1 In addition to reassigned time, Program Coordinators/Directors may be paid a stipend for performing administrative duties as described in University Policy 661: Academic Structure.

#### 4.5 Online Instruction and Development Compensation

- 4.5.1 Compensation for teaching online and blended courses is at the same rate and in the same form as compensation provided for regular face-to-face courses.
- 4.5.2 Full-time Faculty may be eligible for additional compensation for course development and course revision activities and/or other curriculum development work outside of regular workload responsibilities. If eligible, a faculty member will be compensated according to approved development rates established by UT Online.
- 4.6 Full-time Faculty may be eligible for additional compensation for work assignments beyond the duties listed in their position announcement.
- 4.7 If a course does not meet the minimum enrollment guidelines, the department chair, with dean approval, may offer a faculty member the opportunity to teach the course on a prorated compensation based on the workload per student.
- 4.8 When classes are taught before a change is made to cancel the class or change the instructor, prorated pay will be based on the formula - # classes met with the class X pay rate for the class / # class periods in a 16-week course.
  - 4.8.1 Part-time faculty will be compensated \$50 for course preparation and prorated pay for each class hour they met with the class when the preparation was made.

## V. References

- 5.1 Policy 341: Faculty Salaries

- 5.2 Policy 342: Payroll
- 5.3 Policy 631: Faculty Categories
- 5.4 Policy 635: Faculty Workload
- 5.5 Policy 638: Part-Time Instructor-Track Faculty
- 5.6 Policy 641: Faculty Retention, Tenure, and Promotion
- 5.7 Policy 661: Academic Structure

## **VI. Procedures**

- 6.1 Full-time tenure-track faculty (regular and librarian) are given first right of refusal for overload or summer session teaching, followed by full-time clinical and professional faculty, then part-time faculty.
- 6.2 Current faculty may review their current workload assignments online.
- 6.3 Overload Procedures
  - 6.3.1 Overload may be requested of a faculty member in response to University need, but faculty members are not required to accept Overload.
  - 6.3.2 Faculty members may request Overload, but Overload is not a faculty right and is not guaranteed.
  - 6.3.3 Overload teaching assignments are limited to no more than six (6) credits of workload per semester during the Academic Year. Exceptions are subject to approval of the Provost/VPAA.
  - 6.3.4 Each proposed Overload assignment shall be cooperatively planned between a Full-time Faculty member and their department chair.
  - 6.3.5 Department chairs shall discuss each proposed Overload assignment with the respective dean prior to the finalization of the faculty workloads. Department chairs shall make a recommendation to the dean about whether proposed Overload should be granted based on factors such as departmental and program need as well as satisfactory performance of the faculty members. Deans approve or deny proposed Overload.
  - 6.3.6 Minimum enrollment to receive Overload compensation for a course is ten (10) students except where otherwise stipulated by

accreditation or other pedagogical requirements or norms. Headcount will be determined on the day after the 100% refund date on the academic calendar. If a course does not meet the minimum enrollment requirements, the department chair, with the respective dean's approval, may cancel the scheduled course or may offer a Full-time Faculty member the opportunity to teach the course for a prorated compensation of 1/10 base workload per student.

6.3.6.1 Deans, at their discretion, may approve courses that do not meet the minimum student enrollment for full Overload Compensation.

6.3.7 Faculty receive Overload payments on the dates for Part-Time instructors' payments outlined in University Policy 342: Payroll.

#### 6.4 Summer Session Procedures

6.4.1 Full-time Faculty and Part-time Faculty teaching during Summer Session receive a Teaching Agreement for the assignment with stated rate of pay, disbursement dates, expectations, and responsibilities.

6.4.1.1 Summer Session teaching may be requested of a Full-time Faculty member in response to University need, but faculty members are not required to teach a Summer Session course.

6.4.1.2 Faculty members may request Summer Session teaching assignments, but teaching during Summer Session is not a faculty right and is not guaranteed.

6.4.1.3 Summer Session teaching assignments for full-time faculty are limited to no more than twelve (12) credits of workload. Exceptions are subject to approval of the Provost/VPAA.

6.4.1.4 Summer Session Compensation is based on the number of workload credit hours (WCH) taught and student course enrollment.

6.4.1.4.1 An example chart is provided on the Human Resources website.

6.4.1.4.2 Headcount will be determined on the day after the 100% refund date on the academic calendar and the last day for a student to add/audit.

6.4.1.4.3 Minimum enrollment to receive full workload for a course is ten (10) students except where otherwise stipulated by accreditation or other pedagogical requirements or norms. If a course does not meet the minimum enrollment requirements, the department chair, with the respective dean's approval, may cancel the scheduled course or may offer a faculty member the opportunity to teach the course for a prorated compensation of 1/10 base workload per student.

6.4.1.4.4 Deans with Provost/VPAA approval, may approve courses that do not meet the minimum student course enrollment for the full pay rate.

6.4.1.5 Faculty receive Summer Session Compensation on the dates outlined in University Policy 342: Payroll.

## 6.5 Academic-Administrative Credit Hour (A-ACH) Procedures

6.5.1 Assistant and Associate Deans receive a letter of appointment for their service as Assistant or Associate Dean. The letter includes the stipend, and disbursement periods, as well as expectations and responsibilities.

6.5.1.1 A letter must be received by the Full-time Faculty member and delivered to Human Resources before the faculty member assumes the role of Assistant or Associate Dean.

6.5.1.2 An Assistant or Associate Dean receives reassigned time of a minimum of twelve (6) A-ACH per academic year as determined by the Dean and approved by the Provost/VPAA.

6.5.1.3 An Assistant or Associate Dean receives a stipend of \$2,500 each semester (Fall and Spring) for service in the role, and \$2,500 for service in the role for each half of the summer session. The maximum annual compensation is \$10,000.

6.5.2 A Department Chair receives a letter of appointment for the term of service as Chair. The letter includes the stipend, and disbursement periods, as well as expectations and responsibilities.

6.5.2.1 A letter must be received by the Full-time Faculty and delivered to Human Resources before the faculty member assumes the role of department chair.

- 6.5.2.2 A department chair receives reassigned time of a minimum of six (6) A-ACH per academic year. Additional administrative reassigned time may be approved based on recommendation from the dean and Provost/VPAA.
- 6.5.2.3 A Department Chair receives a stipend of \$2,500 each semester (Fall and Spring) for service in the role, and \$2,500 for service in the role for each half of the summer session. The maximum annual compensation is \$10,000.
- 6.5.3 An Academic Program Coordinator/Director as defined in University Policy 661 receives a letter of appointment for service as Coordinator/Director. The letter includes the stipend, and disbursement periods, as well as expectations and responsibilities.
  - 6.5.3.1 A letter must be received by the Full-time Faculty member and delivered to Human Resources before assuming the role of Program Coordinator/Director.
  - 6.5.3.2 Compensation for an approved Academic Program Director/Coordinator consists of one or more of the following components as determined by the Department Chair and approved by the Dean:
    - 6.5.3.2.1 An approved Academic Program Coordinator/Director receives reassigned time of 1-3 A-ACH per semester for directing/coordinating.
    - 6.5.3.2.2 An approved Academic Program Coordinator/Director may receive a stipend of \$1,250 each semester (Fall and Spring) and \$1,250 for service in the role for each half of the summer session.
    - 6.5.3.2.3 Program Director responsibilities can be counted towards tenure-track faculty service credits as defined in University Policy 641.
  - 6.5.3.3 Total compensation for the program director/coordinator may exceed the limits established in 6.5.3.2.1, 6.5.3.2.2, and 6.5.3.2.3 based on the recommendation of the Department Chair and approval of the Dean and Provost/VPAA.
- 6.5.4 The sum total of A-ACH stipends cannot exceed the twelve (12)-month equivalent of the employee's Institutional Base Salary (IBS).

**VII. Addenda** – N/A

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Policy Owner: Provost and Vice President of Academic Affairs  
Policy Steward: Faculty Senate and Human Resources

History:  
Approved 04/26/24