

## Faculty Compensation

### A. Faculty Salary

Annual faculty salary increases are distributed according to an overall base increase, a merit increase, and adjustments. A merit increase is based on the criteria for evaluation as listed in Section II-8 of the *Faculty Handbook*. A letter describing their increase is included with each faculty member's annual appointment letter.

### B. Chair Overload Policy

Except under unusual circumstances, department chairs will not be allowed to carry an overload resulting in additional compensation. Approval to do so must be obtained from the dean prior to the start of the semester in which the overload is to occur.

### C. Compensation for Internship Supervision

Elon University values experiential learning and desires that schools, departments and programs provide students with internship opportunities that are of high quality. Maintaining an internship program which is exemplary requires that faculty have adequate time and resources to plan, implement and assess internship experiences and that faculty are fairly compensated and recognized for their work. The university acknowledges that variation in size, structure and intent among schools, departments and programs necessitates some flexibility in a faculty internship compensation policy.

#### 1. Internships supervised during fall, winter and spring semesters

##### a. Course-based Internships

Departments, schools and programs are encouraged to offer internships on a course-basis with the faculty sponsor compensated as part of his/her standard teaching load. Actual faculty load for course-based internships is generally determined using the following ranges of internship hours supervised.

- 10 – 23 hours of student internship = 1 faculty load hour
- 24 – 35 hours of student internship = 2 faculty load hours
- 36 – 47 hours of student internship = 3 faculty load hours
- 48 – 60 hours of student internship = 4 faculty load hour

Schools, departments and programs using the course-based approach should pay close attention to the quality of the experience for the individual student.

As a general rule, 12 students per course is the recommended upper limit for a single faculty supervisor to ensure a high quality experience for all students. Faculty supervising more than 12 students should consult with their department chair to discuss their course and supervision methodology.

b. Individual Intern-Basis: Compensation by Overload Pay

Internships may be offered on an individual basis with a faculty member receiving compensation above his or her annual contracted salary, particularly in situations where the number of student intern credit hours is low. The amount of compensation will be computed as overload pay when internship supervision causes a faculty member's annual load to exceed the standard load. Overload pay is calculated using current overload pay rates and the formula of 10 hours of student internship equals 1 faculty load hour. Faculty should supervise no more than 20 student intern credit hours (or 5 students) in any given semester. During Winter term, faculty should supervise no more than 12 student intern credit hours (or 3 students) if they are also teaching a course. Faculty will receive overload pay in the spring semester for all internship hours supervised as overload during the academic year.

c. Individual Intern-Basis / Multiple Semester Carryover of Load Credit Compensation by Course Release

When internships are offered on an individual basis, faculty may elect to accrue internship supervision hours for a future course release. Course release is determined using the formula of 10 student internship hours equals 1 faculty load hour. Faculty may bank intern credit hours over a two-year period; if they have not accumulated sufficient credit hours for a course release in the second year, they will be compensated with overload pay. Faculty should work with their department chair in determining the appropriate time for the course release.

d. In schools with an Internship Coordinator, faculty are not compensated for internship supervision.

2. Internships Supervised During Summer Semesters

Faculty who supervise internships in the summer semesters are compensated by pay for all internship hours according to the ratio of 10 student internship hours equals 1 faculty load hour applied to the standard formula for determining summer school compensation.

3. Procedures for Record Keeping

- a. Faculty supervising individual internships must inform the department chair of their intentions to seek annual overload pay or to accrue hours for course release.
  - b. Faculty supervising individual internships should document their hours.
  - c. Faculty seeking annual overload pay for internship supervision must submit a report of annual internship hours to the department chair by the first day of classes in the spring semester so that overload may be applied to the spring salary.
  - d. Faculty seeking a course release for internship supervision must submit a report of their supervision hours to the department chair and work with the chair to arrange the future course release.
  - e. Department chairs must verify faculty internship hours and make faculty aware of the compensation policy and procedures.
  - f. Department chairs must submit projected overload and course release information to the dean in a timely fashion to permit salary, schedule and hiring adjustments.
- D. Faculty Workload and Reassigned-Time Plan

1. Policy

Each academic department will administer reassigned course time proportional to the number of its full-time faculty. Reassignments will be given for teaching activities that are not counted as part of the course load, for service (contributions to the life of the University), and for professional activity/scholarship. Examples of these activities are described in the Criteria for Evaluation Tenured and Tenure Track Faculty (II-8, E). To request reassignment, members of the faculty must submit reassigned-time proposal forms to their department chairs by the fall deadline for all requests for university releases, the third Friday of September. Department chairs will recommend appropriate requests for approval by deans. Department chairs will list faculty granted reassigned times by their departments in their annual reports and explain, collectively, how faculty within the department have used reassigned times. Faculty who receive a departmental reassigned time course release are eligible to receive a FR&D reassigned course release during the same academic year provided the multiple releases meet the criteria found in Section II-2, 4. Minimum Teaching Expectation of the Faculty Handbook.

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2. Application

To request reassignment, members of the faculty must submit reassigned-time proposal forms to their department chairs in the fall and include the proposals as part of their Unit I development plans. Department chairs will recommend appropriate requests for approval by the deans.

3. Time Schedule

The deadline for submissions of reassigned time requests will be the deadline for all requests for university reassigns, the third Friday of September. Department chairs will meet with their dean to review proposals during October. Reassigned time proposals are approved in early November.

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4. Evaluation

Department chairs will list faculty granted reassigned times by their departments in their annual reports and explain, collectively, how faculty within the department have used reassigned times.

(07/13)

E. Undergraduate Research Mentoring Compensation Policy

Elon University values the experience students receive by participating in the scholarly process mentored by faculty and desires to support faculty who provide students with high quality, intensive research opportunities. Developing and maintaining a premiere undergraduate research program requires that faculty have adequate time and resources to mentor students and to maintain active research programs, and that faculty are fairly compensated and recognized for this important work. As part of an ongoing effort to support, compensate for and recognize the intensive work of mentoring, the faculty approved the 499 course designation for research in each discipline and the University has developed a compensation program based on 499 credit hours. (Courses numbered 498 denote honors research)

The Undergraduate Research Program shares with individual faculty members the responsibility for tracking the number of student hours earned. The Undergraduate Research Program will provide deans, department chairs, and individual faculty 498 and 499 mentoring reports in November, at which time, faculty will choose between compensation by course release or compensation by overload pay

Research supervised during fall, winter, and spring semesters (Faculty select one of the following.)

1. Compensation by course release:

- a. Course releases are based on accrued hours

- b. Faculty must inform the Director of Undergraduate Research of their intent to accrue for course release.
- c. The Director of Undergraduate Research will notify faculty, department chairs and deans by late November of hours accumulated to date.
- d. Faculty should also keep track of their 498 and 499 hours.
- e. Faculty will work with their department chairs to schedule the course release.
- f. Release time for 499 is based upon the following:
  - 6 student hours of 499 = 1 faculty load hour
  - 12 student hours of 499 = 2 faculty load hours
  - 18 student hours of 499 = 3 faculty load hours
  - 24 student hours of 499 = 4 faculty load hours
- g. Release time for 498 is based upon the following:
  - 4 student hours of 498 = 1 faculty load hour
  - 8 student hours of 498 = 2 faculty load hours
  - 12 student hours of 498 = 3 faculty load hours
  - 16 student hours of 498 = 4 faculty load hours

OR

2. Compensation by overload pay:
  - a. Faculty will be compensated by overload pay when supervision of 498 or 499 causes their annual teaching load to exceed 24 semester hours.
  - b. Compensation for 499 is based upon the ratio of 6 hours of student research = 1 faculty load hour; compensation for 498 is based upon the ratio of 4 hours of student research = 1 faculty load hour.
  - c. Faculty will receive overload pay for all research hours supervised as overload during the academic year.
  - d. Faculty must inform the Director of Undergraduate Research of their intent to seek annual overload pay.
  - e. The Director of Undergraduate Research will notify faculty, department chairs and deans by the first week of February of their overload hours for the academic year.
  - f. Faculty should also keep track of their 498 and 499 hours.
  - g. Compensation is based on current overload pay rates and will be made in the spring.

Research supervised during summer terms

Faculty supervising 498 or 499 credit during the summer will be paid based upon the current formula for summer pay.

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