**Undergraduate Research Mentoring (4999)**  
**FACULTY COMPENSATION Policy**

Elon University supports faculty in providing students with high quality, intensive research experiences. 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 the effort to support, compensate, and recognize the intensive work of mentoring, the faculty approved the 4999 course designation for research in each discipline and the University has developed a compensation program based on 4999 credit hours.

For more information about compensation of 4998 hours (HNR and LUM), please view the [faculty handbook](https://elon.smartcatalogiq.com/2022-2023/faculty-handbook/employment/faculty-compensation/undergraduate-research-mentoring-4999-4998-compensation-policy/).

**Who Can Mentor 4999?**

**Full time, continuing faculty** are eligible to mentor students in 4999 and receive compensation.

**What is Expected of Faculty Mentors?**

* Specific expectations for time and effort are departmental prerogatives.
* In general ***students* will be expected to devote 40 hours for semester (approximately 3 hours per week) for each credit of 4999 they take**.
* Students may register for 1-4 hours of 4999 course credit in any semester and may earn a total of 8 hours of 4999 to count toward graduation requirements.
* Generally, a *faculty* member should expect to devote **at least 1 hour per week** in mentoring for **each** 4999 credit taken by his/her students.
  + So, if student Jen Kem takes 4 credits of CHM4999 with Professor Polly Mere, then Jen should be devoting about 12 hours of real time per week to the project, and Professor Mere should be devoting 4 hours per week to the mentoring of Jen. If a second student, Kat Alist takes 2 credits of 4999 with Dr. Mere, then Kat should devote 6 hours to her project and Dr. Mere should be devoting 2 hours toward the mentoring of Kat *in addition* to the 4 hours she devotes to Jen each week.
* Faculty mentors are strongly encouraged to use **syllabi and/or research contracts** to define general goals and to specify expectations, and to set the policies by which end-of-term grades will be assigned.We suggest you ask faculty in your department for copies of their 4999 syllabi.

**How are Faculty Compensated?**

* Because this is highly intensive work, we recommend that faculty mentors do **not exceed 12 student 4999 credit hours in an academic year** (summing fall, winter and spring semesters of a given academic year) and mentor no more than 6 students in one semester.
* 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 with 4999 mentoring reports in February, at which time, faculty will choose between compensation by course reassigned time or compensation by overload pay. If you do not indicate which they prefer, then the hours are automatically banked for future use.

Faculty can earn credit for **course release** or for **overload pay**:

Faculty load hours for 4999 is based upon the following:

6 student hours of 4999 = 1 faculty load hour

12 student hours of 4999 = 2 faculty load hours

18 student hours of 4999 = 3 faculty load hours

24 student hours of 4999 = 4 faculty load hours

**I. Compensation by overload pay:**

* Compensation is based upon the accrued faculty load hours as described above.
* Faculty must inform the Director of Undergraduate Research of their intent to seek annual overload pay in February.
* The Director of Undergraduate Research will notify faculty, Department Chairs, and Deans by late February of their hours for overload pay for the academic year.
* Faculty should also keep track of their 4999 hours.
* Compensation is based on current overload pay rates and will be made in the spring semester.
  + The 2023-2024 overload pay rate for one faculty load hour is $1,538
  + For each faculty load hour, faculty also get an additional stipend using this rate as of 2023-2024: Professor $75; Associate Professor/Senior Lecturer $50; Assistant Professor/Lecturer $25

**II. Compensation by course release:**

* Course reassigned times are based on accrued faculty load hours as described above.
* Faculty must inform the Director of Undergraduate Research of their intent to seek annual overload pay in February.
* The Director of Undergraduate Research will notify faculty, Department Chairs, and Deans by late February of hours accumulated to date.
* Faculty should also keep track of their 4999 hours.
* Faculty will work with their Department Chairs to schedule the course reassigned time.

**Research supervised during summer terms:** Faculty supervising 4999 credit during the summer will be paid based upon the current formula for summer pay.

**Limitations on Compensation**

In order to maintain budgetary operations of the various programs compensating faculty for undergraduate research, the following compensation limits apply:

* Compensation for undergraduate research using the above options is limited to a total of 18 student research credit hours of 4998/4999 (combined) across the academic year
* The maximum compensation by overload pay in a given year is equivalent to eight faculty load hours. All other accrued hours beyond that maximum level will be paid out in the following academic year.
* Twelve faculty load hours are the maximum number of hours that faculty can have in their bank for compensation by reassigned time at any one time (combined 4998/4999). Accrued faculty load hours beyond this limit will be paid out, subject to the timing conditions above.