



## **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.

Research mentoring for Honors and Lumen projects is designated with a 4998 course designation, which follows the same process of compensation. However, 4998 credits are compensated at a different rate than 4999 hours. For more information about compensation rate of 4998 hours (HNR and LUM), please view the [faculty handbook](#).

### **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** to mentoring for **each** 4999 credit taken by his/her students.
  - For example, 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.
- 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.

### **How are Faculty Compensated?**

- With the Undergraduate Research Program, individual faculty members the responsible for tracking the number of mentored research hours completed.

- Early each spring semester, the Undergraduate Research Program will provide Deans, Department Chairs, and individual faculty with 4999 mentoring reports. In this notification, faculty will receive a survey to choose their preferred method of compensation: banking 4999/8 hours for course reassigned time or overload pay.
- If you do not indicate which they prefer, then the hours are automatically banked for future use.

4999 hours are compensated at a rate of 6 4999 hours/1 faculty load hour. A faculty load hour, or overload hour, is equivalent to 1 hour of course reassigned time.

For example, faculty load hours for 4999 is based upon the following:

6 student hours of 4999 = 1 faculty load hour/ 1 hour course reassigned time  
 12 student hours of 4999 = 2 faculty load hours/ 2 hours course reassigned time  
 18 student hours of 4999 = 3 faculty load hours/ 3 hours course reassigned time  
 24 student hours of 4999 = 4 faculty load hours/ 4 hours course reassigned time

### **I. Compensation by overload pay:**

- Compensation is based upon the accrued faculty load hours as described above.
- Faculty must inform the Undergraduate Research Program on their intent to seek overload pay in early spring (notification will come from URP).
- The **2024-2025** overload pay rate for one faculty load hour is **\$1,584.14**
- Additionally, with each faculty load hour, an additional stipend is applied using this rate as of **2024-2025**:
  - Professor \$75; Associate Professor/Senior Lecturer \$50; Assistant Professor/Lecturer \$25
- If faculty chooses overload pay and follows Undergraduate Research’s mentor compensation process, they will receive their stipend will be split and paid out on the April and May pay dates

### **II. Compensation by course release:**

- Course reassigned times are based on accrued faculty load hours as described above.
- 4999/8 hours are saved in a “bank” until faculty members have enough time accrued for their desired amount of reassigned time
- Faculty must inform the Undergraduate Research Program on their intent to seek bank/course reassigned time in early spring (notification will come from URP).
- Individual faculty are responsible for coordinating reassigned time/course releases with Department Chairs and Deans
- To ensure accurate tracking, faculty must inform Undergraduate Research of planned course releases through banked 4999/8 hours
  - Faculty will have the opportunity to provide this information on their mentor compensation forms they receive from URP in early spring

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

### **Limitations on Compensation**

To maintain budgetary operations, 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 4999/8 (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 remain banked.
- 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.