

Section 4.0
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4.0 Compensation

4.1 Policy for the Rates of Pay for Overload and Part-Time Instruction

The Tennessee Board of Regents recognizes the need for faculty and staff of the System institutions to be involved in public service and continuing education activities sanctioned by their institutions. Faculty and staff will normally perform these activities as part of their regular assignments. The Board also recognizes, however, that under certain conditions these activities may have to be performed as an extra assignment and that in these instances additional compensation may be warranted. The Board sets forth the following general provisions to cover the circumstances under which extra compensation may be paid and the limitations upon such compensation.

4.1.1 General Provisions

Salaries paid for teaching in inter-session and summer session are not considered extra compensation and do not fall under the provisions of this policy.

Institutions: Extra compensation is to be used primarily for non-credit work, public service activities of the institution, or—in extraordinary circumstances—for credit courses.

Extra compensation is not intended for those regularly scheduled, recurring credit or non-credit courses that should be planned and budgeted as a regular part of the faculty teaching load.

Full-time faculty or staff may be assigned to teach credit courses for extra compensation only in extraordinary situations and on an exception basis to cover unexpected and unplanned staffing vacancies or credit course offerings. Institutions should make every effort to plan credit course offerings within the teaching load assignments of the regular full-time or adjunct faculty.

Exceptions to this policy may be granted by the president or director for appropriate and documented cause on a case by case basis. Exceptions must not, in the case of college or University employees, exceed one semester in duration or, in the case of technology center employees, six calendar months. Exceptions to this policy that, by plan, will exceed one semester in duration or, in the case of technology centers, six calendar months must be approved in advance by the Chancellor.

4.1.2 Conditions Governing the Use of Extra Compensation

The services are performed in addition to the employee's full workload and entirely outside of his/her scheduled work hours or while on annual leave.

Qualified adjunct faculty are not readily available to perform the required work as a part of their normal work load.

The additional duties will not interfere with the performance of regularly assigned responsibilities and duties.

Extra compensation for services rendered by a TBR employee to another state agency or to another public institution of higher education will be paid by the contracting agency to the institution pursuant to TBR Guideline G-030.

4.1.3 Limits on and Rates of Extra Compensation

Full-time faculty or staff may not receive extra compensation for more than two credit courses per semester or 15 clock hours per week or 400 clock hours per academic year whichever is applicable (T.C.A. 49-5-410).

Full-time faculty or staff at colleges and universities on fiscal year contracts may not receive extra compensation that exceeds 20% of his or her full fiscal year salary.

Full-time faculty or staff at colleges or universities on academic year contracts may not receive extra compensation that exceeds 20% of an equated fiscal year salary (125% of academic year salary).

The following maximum rates per credit hour of instruction shall apply when calculating extra compensation for full-time faculty or staff teaching credit courses at colleges or universities. The extra compensation rates for non-credit work will be formulated by each institution.

Rank	Rate per Semester Credit Hour
Professor	\$700
Associate Professor	\$650
Assistant Professor	\$600
Instructor	\$550

The following maximum rates per clock hour of instruction shall apply when calculating extra compensation for full-time faculty or staff teaching at technology centers:

Rank	Rate Per Clock Hour
Senior Vocational Teacher	\$30
Intermediate Vocational Teacher	\$25
Vocational Teacher	\$22
Instructor	\$20

Source: TBR Meetings March 5, 1976; March 4, 1977; September 24, 1982; September 30, 1983; September 21, 1990; June 19, 1998.

The rates set forth in the above schedule for extra compensation for credit instruction shall serve as guidelines for compensation of part-time faculty for credit hours taught. While part-time faculty may not hold academic rank, the compensation of part-time faculty may vary under the schedule by rank on the basis of the person's educational qualifications and professional experience. The rate of pay for all part-time personnel will require approval of the dean of the respective college/school/division and the Vice President for Academic Affairs.

09/21/84; 03/95; 5/98

4.2 Policy for Rates of Pay for Instruction in Continuing Education (Non-Degree Programs)

Rates of pay for instruction in Continuing Education (non-degree programs) may be negotiated up to, but not exceed, rates indicated below.

Compensation for ETSU faculty may be negotiated up to the rates listed below.

Compensation for non-University staff may be negotiated in accordance with the following guidelines for rank assignments and rates of pay, based on average salaries and ranks of University faculty with comparable credentials:

RANK	PER CEU	PER CONTACT HOUR
Instructor	\$350.00	\$35.00
Assistant Professor	\$400.00	\$40.00
Associate Professor	\$460.00	\$46.00
Professor	\$500.00	\$50.00

07/22/80; 06/91

4.3 Outside Employment and Extra Compensation

Refer to *ETSU Personnel Policies and Procedures Manual* at

<http://www.etsu.edu/humanres/ppp/PPP-07.htm>

In all cases of outside employment not covered by this document, the President of the University shall be notified of employment in accordance with Board of Regents Policy No. 5:01:05:00, "Policy on Outside Employment."

09/08/80; Effective 03/06, policy changes will appear on the webpage cited

4.4 Travel Policies

Refer to *ETSU Financial Procedures Manual* at

http://www.etsu.edu/senate/facultyhandbook/section_4.pdf#travel

04/01/87; 05/10/01; Effective 03/06, policy changes will appear on the webpage cited

4.5 Policy on Uncompensated Adjunct Faculty

The purpose of this policy is to define uncompensated adjunct faculty and provide a process for the appointment of individuals to this position at East Tennessee State University.

4.5.1 Definition

According to Tennessee Board of Regents Policy No. 5:02:01:00, adjunct faculty are defined as “professional staff members of businesses, industries and other agencies and organizations who are appointed by institutions and schools on a part-time basis to carry out instructional, research or public service functions.” In addition, the title “adjunct faculty” may be given to administrators and others within the University who provide part-time instructional, research, or public service functions to an academic department in which they do not hold faculty rank.

4.5.2 Title

Academic rank is an element of faculty status, and shall be limited to the regular, full-time personnel of the institution (TBR Policy No. 5:02:01:00); therefore, the title “Adjunct Faculty” without rank designation will be used for all individuals in this affiliated status.

4.5.3 Compensation

While uncompensated adjunct faculty provide service to the University without monetary remuneration, they are eligible for certain faculty privileges during the term of appointment. These include the option to purchase an ETSU Recreational Pass, the option to buy a faculty/staff parking decal, and faculty discounts to athletic events. Adjunct faculty also qualify for a library courtesy card.

4.5.4 Term of Appointment

Adjunct appointments are normally made for two academic years and are renewable upon review at the end of the appointed term.

4.5.5 Appointment Procedures

Adjunct faculty appointments are made by the president of the University upon the recommendation of the department chair and academic dean, and the endorsement of the appropriate vice president.

- a. The academic chair initiates the appointment by completion of the Uncompensated Adjunct Faculty Appointment Form, which provides data on the candidate's credentials and a statement of the reason for the appointment, i.e. what will be the function of the adjunct faculty member—clinical instruction, periodic or part-time instruction, public service. A copy of the form is available online at <http://www.etsu.edu/humanRES/forms/AdjunctFaculty.doc>.
- b. The term of appointment will be noted on the form.
- c. A complete curriculum vitae for all adjunct faculty nominees will be kept on file in the dean's office.
- d. The completed appointment form is forwarded to the appropriate academic dean and to the appropriate vice president for review and approval.

- e. Appointments will be made once each year; therefore, completed forms should be forwarded to the president for approval no later than July 1 preceding the academic year of appointment.

4.5.6 Letter of Appointment

Upon the recommendation of the appropriate vice president the Office of Human Resources will prepare, for the President's signature, a letter of appointment indicating the department to which the appointment is made, the term of appointment, the title, the benefits, and a request for a letter of acceptance of the appointment.

4.5.7 Notification of Appointment

A copy of the President's letter of appointment will be forwarded to the appropriate vice president and to the academic dean. Copies of the candidate's letter of acceptance will also be forwarded to the appropriate vice president and dean upon receipt in the president's office.

4.5.8 Exceptions

Exceptions to the policy can be made upon the recommendation of the appropriate vice president and upon approval by the President.

08/18/86