

RECOMMENDED CAS GUIDELINE FOR SUPPLEMENTAL COURSE PAY

Supplemental Pay Taskforce, March 1, 2014

Charge Given to the Taskforce

The CAS Supplemental Pay Taskforce was asked by Dean Danilowicz to review current guidelines for payment for supplemental course teaching. The current guidelines pay instructors in four different ways according to the category of supplemental course. The four categories are summer face-to-face (summer), intersession face-to-face (intersession), international, and online.

The Taskforce was asked to reach consensus on a consistent pay guideline that would be applied across all four supplemental course categories and yet stay within CAS budget limit. For purposes of our analyses, this limit was defined as that used in academic year 2012-13, which was \$1.674 million. This budget limit covered only instructor salaries and benefits. Therefore, we did not consider the costs of staff support, student assistants, equipment, materials, or travel.

The Taskforce was asked further not to consider net income, changes in College budget allocations and faculty salary that may occur in the future, and pay equity across departments and ranks.

The Taskforce chair was selected by the CAS Faculty Council in response to a request by the Dean. Its member departments were selected according to the guidelines outlined in the CAS Faculty Council By-Laws for committee selection. Departments were selected according to the departmental rotation that was established for the committee and individuals were selected within those departments by the department chairs.

Principles that Guided Taskforce Deliberations

The Taskforce deliberated over the course of six months. It reached agreement on three principles, which guided its deliberations:

1. *Departments should be permitted to propose to the Dean's office the supplemental courses to be offered each year.*

Departments are in the best position to determine which courses should be offered to allow students to graduate on time. These proposals should include the course number and title of each supplemental course proposed for offering, the types of offering (e.g., online, international, intersession, and summer face-to-face) their anticipated enrollments, and the rationales for their offering.

2. *Compensation should be tied to workload.*

The Taskforce recognizes that though workload cannot be precisely determined, workload increases with the number of course credit hours. In addition, the workload per student tends to increase with higher level courses (e.g., lower division undergraduate < upper division undergraduate < graduate).

3. *Incentives for higher enrollments should be provided.*

The Taskforce agrees that incentives for increased enrollment should be provided but salary increments should not be linearly related to increases in the number of registrations. Instead, salary increments should decrease with succeeding increments in the number of registrants.

Analysis of Pay Options

The Taskforce considered various combinations of variables, including minimum number of registrants, salary floor, salary ceiling, and number of salary increments based on registration. The analyses were performed on data supplied by the Dean's office for academic year 2012-2013 (summer 2012 through spring 2013). In each analysis, the Taskforce adjusted variables so as to approximate the CAS budget allocation of \$1.674 million while also minimizing course registration minimums (which would minimize the number of courses cut and the number of students not served) and providing a median pay close to one-month salary for a three credit-hour course.

Supplemental Course Payment Recommendation

Based on these analyses and Taskforce deliberations, the following guideline based on 3 credit hours is recommended. Note that minimum registrations are defined as those existing on the date for students to drop or add a class at no cost (typically the Monday of the second week).

Lower Division Undergraduate

Minimum registration = 15

15 – 23 students	80% one month salary
24 – 32 students	90% one month salary
33 – 41 students	100% one month salary
42 – 55 students	110% one month salary
56 – 69 students	120% one month salary
70 – 83 students	130% one month salary
84–102 students	140% one month salary
103–126 students	150% one month salary
127+ students	160% one month salary

Upper Division Undergraduate

Minimum registration = 10

10 – 16 students	80% one month salary
17 – 23 students	90% one month salary
24 – 30 students	100% one month salary
31 – 40 students	110% one month salary
41 – 50 students	120% one month salary
51 – 60 students	130% one month salary
61 – 74 students	140% one month salary
75 – 91 students	150% one month salary
92+ students	160% one month salary

Graduate

Minimum registration = 6

6 – 7 students	80% one month salary
8 – 9 students	90% one month salary
10 – 11 students	100% one month salary
12 – 14 students	110% one month salary
15 – 16 students	120% one month salary
17 – 20 students	130% one month salary
21 – 24 students	140% one month salary
25 – 29 students	150% one month salary
30+ students	160% one month salary

Cost=\$1.674 million. Budget difference= +\$258 (0.02%) lower than budget.

Course cut ratio = 73/315. Course cut percentage = 23.2%.

Student cut ratio = 545/7975. Student cut percentage = 6.8%.

Median monthly pay multiplier = 1.0.

Registrations needed to earn 100% of base salary rate: LDUG=33; UDUG = 24; GRAD=10.

Supplemental Course Funding Requests

Departments should submit annual requests to the Dean's office for funding of supplemental pay courses before the beginning of each fiscal year. These requests must include the:

- proposed supplemental course numbers and titles;
- semesters in which they are to be offered;
- instructor;
- anticipated number of registrants grouped by lower division undergraduate, upper division undergraduate, and graduate; and
- rationale for the urgency for offering during that academic year (i.e., whether it is a core requirement for the degree, whether it is a prerequisite course for another core requirement, the time since last offering, how many students would be delayed in graduation if the course was not offered, whether the course could not be offered in the regular academic year, and any other justification that the department head believes should be considered).

Final decisions on which courses can be offered would be left to the Dean's office.

Special Circumstances

The Taskforce recognizes that some programs and departments within the College may have circumstances that require special consideration in the offer of supplemental courses (e.g., mandatory summer courses to meet residency requirements, reduced ability to offer distance courses given technology limitations, etc.). In these situations, the Taskforce recommends that such programs and departments be permitted to enter into agreements with the Dean's office on a case-by-case basis.

Guideline Review and Revision

The Taskforce recommends that this guideline be reviewed every three years to assure its continued relevance and success.

Supplemental Pay Taskforce Members

Andy Dzialowski (Zoology), Chair
Will Focht (Political Science)
Apple Igrak (Philosophy)
John McGuire (Media and Strategic Communications)
Peter Shull (Physics)
Moses Vijayakumar (Microbiology)
Jeff Walker (English)

APPENDIX

Distribution of Salary Increments across Supplemental Course Types

LEVEL	INCREMENT NUMBER	MONTHLY PAY MULTIPLIER	INTERSESSION		INTERNATIONAL		ONLINE		SUMMER		TOTAL
			#	%	#	%	#	%	#	%	
LOWER DIVISION UNDERGRADUATE	-1 (Cut)	0.0	1	3.1	0	0.0	7	21.9	24	75.0	32
	0 (Baseline)	0.8	4	14.3	0	0.0	1	3.6	23	82.1	28
	1	0.9	1	3.4	0	0.0	7	24.1	21	72.4	29
	2	1.0	1	5.9	0	0.0	6	35.3	10	58.8	17
	3	1.1	2	9.1	0	0.0	18	81.8	2	9.1	22
	4	1.2	1	50.0	0	0.0	1	50.0	0	0.0	2
	5	1.3	0	0.0	0	0.0	4	100.0	0	0.0	4
	6	1.4	0	0.0	0	0.0	2	100.0	0	0.0	2
	7	1.5	0	0.0	0	0.0	0	0.0	0	0.0	0
	8	1.6	0	0.0	0	0.0	2	100.0	0	0.0	2
Total			10	7.2	0	0.0	48	34.8	80	58.0	138
UPPER DIVISION UNDERGRADUATE	-1 (Cut)	0.0	3	8.8	2	5.9	11	32.4	18	52.9	34
	0 (Baseline)	0.8	4	15.4	0	0.0	5	19.2	17	65.4	26
	1	0.9	7	35.0	1	5.0	4	20.0	8	40.0	20
	2	1.0	7	46.7	0	0.0	4	26.7	4	26.7	15
	3	1.1	3	30.0	0	0.0	3	30.0	4	40.0	10
	4	1.2	3	13.0	0	0.0	19	82.6	1	4.3	23
	5	1.3	1	33.3	0	0.0	1	33.3	1	33.3	3
	6	1.4	0	0.0	0	0.0	0	0.0	0	0.0	0
	7	1.5	0	0.0	0	0.0	6	100.0	0	0.0	6
	8	1.6	0	0.0	0	0.0	0	0.0	0	0.0	0
Total			28	20.4	3	2.2	53	38.7	53	38.7	137
GRADUATE	-1 (Cut)	0.0	0	8.8	0	5.9	6	85.7	1	14.3	7
	0 (Baseline)	0.8	0	15.4	0	0.0	5	71.4	2	28.6	7
	1	0.9	0	35.0	0	5.0	6	66.7	3	33.3	9
	2	1.0	0	46.7	0	0.0	6	85.7	1	14.3	7
	3	1.1	0	30.0	0	0.0	2	50.0	2	50.0	4
	4	1.2	0	13.0	0	0.0	0	0.0	0	0.0	0
	5	1.3	0	33.3	0	0.0	2	50.0	2	50.0	4
	6	1.4	0	0.0	0	0.0	1	0.0	1	0.0	0
	7	1.5	0	0.0	0	0.0	0	0.0	0	0.0	0
	8	1.6	0	0.0	0	0.0	0	0.0	0	0.0	0
Total			0	0	0	0	28	70.0	12	30.0	40