

PART-TIME AND OVERLOAD (PT/OL) SALARY SCHEDULE GUIDELINES

1. Current General Catalog descriptions will be used to determine the number of lecture/lab hours for any given course. Equated hours will be determined according to Faculty Load Policy Guidelines.
2. Full-time faculty members (i.e., those under contract) will be given first consideration for overload assignments; however, no faculty member will be required to teach an overload, and no full-time faculty is guaranteed an overload.

Faculty selection for overloads will be based upon the usual considerations of academic competence, teaching ability, and upon such additional considerations as the work load which would result in the individual's ability to meet fully his or her obligations to the College under these conditions.

Department Chairs may assign up to 6 work load-equated hours after careful consideration of the following criteria:

- a. Other on-campus assignments such as labs or tutorial services (i.e., math, science, computer, or writing labs; EAC);
- b. Teaching assignments or employment for other institutions/business;
- c. Extensive committee work;
- d. Classroom teaching performance;
- e. Student evaluations (complaints);
- f. Courses (for advanced degree) being taken by faculty member;
- g. Administrative responsibilities (i.e., submitting required paper work in a timely manner, attendance at required meetings and professional development sessions); and
- h. Prior evidence of successful time management skills.

Overload assignments exceeding the 6-hour work load limit must be approved by the Division Director.

During the summer sessions, using the same criteria listed above, Department Chairs may assign a 9-month contracted faculty member up to 9-10 work load equated hours. Overload assignments exceeding the 9-10 hour work load limit must be approved by the Division Director.

Department Chairs contracting faculty whose primary teaching assignments are in another department should consult the faculty member's primary department chair to avoid exceeding a work load maximum as determined by the faculty's primary department chair.

The same overload guidelines apply to non-faculty, full-time Temple College staff members teaching courses for the College. Full-time Temple

College staff members must obtain supervisor approval prior to being assigned a class.

3. A full load for 9-month full-time faculty, and 10 – 10.5 month Academic Department Chairs/Division Directors is 30 work load equated hours per academic year, for 10.5-month full-time faculty is 34.5 workload equated hours per academic year, and for 12-month full-time faculty is 39 work load equated hours per academic year. Overload salaries for full-time faculty for hours in excess of 15 during the Fall Semester will be included with the September, October, November, and December payroll. It is understood that 30 work load equated hours of contract service for the academic year must be exceeded before an overload can be earned in the Spring Semester, regardless of the faculty member's actual spring load. Spring Semester overload salaries will be included with the February, March, April, and May payroll. Salary for the summer semester is divided into equal payments for each summer month worked. For example: A full-time faculty member who instructs a 6 week course beginning in June will be paid 50% of the salary on the last working day of June and 50% of the salary on the last working day of July. A full-time faculty member who instructs an 11 week course beginning in June will be paid in three equal installments beginning on the last working day in June and July with the final installment issued on the last working day in August.
4. Part-time faculty will be paid during each semester they teach. The salary for the fall semester is divided into four equal payments that are issued the last working day of September, October, November, and December payroll. The salary for the spring semester is divided into four equal payments that are issued the last working day of February, March, April, and May payroll. Salary for the summer semester is divided into equal payments for each summer month worked. For example: A part-time faculty member who instructs a 6 week course beginning in June will be paid 50% of the salary on the last working day of June and 50% of the salary on the last working day of July. A part-time faculty member who instructs an 11 week course beginning in June will be paid in three equal installments beginning on the last working day in June and July with the final installment issued on the last working day in August.
5. Instructors with a full-time equivalency (FTE) less than 1.0 (15 semester hours) will be paid from the part-time/overload (PT/OL) salary schedule. The salary will be based upon the degree level.

Health insurance and other ERS benefits are available to part-time faculty members whose status is a 0.8 FTE or higher.

Salary for part-time faculty members whose status is a 1.0 FTE during the long semesters will be based upon a regular full-time faculty member's

base salary. The salary for a part-time faculty member who is classified as 1.0 FTE is dependent upon the employee's highest conferred degree. The salary is calculated on a semester by semester basis. Overload salary for a part-time faculty member is also paid at the base rate, dependent upon the employee's highest conferred degree.

A part-time faculty member who instructs during the summer semester will be paid from the PT/OL salary schedule. The salary level will be based upon the last conferred degree. The salary for the summer semester will not be based upon a full-time faculty member's base salary.

6. The minimum class size for credit classes to remain on the schedule at Temple College is fifteen students per class (fall and spring semesters) unless there is special approval from the Vice President of Educational Services. Administration may change class size as it deems necessary. An instructor may agree to teach a class, rather than have it canceled, on a prorated basis in accordance with the following guidelines:

15 Students	100% of Part-Time/Overload Salary
14 Students	94% of Part-Time/Overload Salary
13 Students	87% of Part-Time/Overload Salary
12 Students	80% of Part-Time/Overload Salary
11 Students	74% of Part-Time/Overload Salary
10 Students	67% of Part-Time/Overload Salary

No overloads will be considered for full-time faculty members until a faculty member has a minimum of 75 students enrolled for the semester under consideration. Approval from the VPES will be obtained in instances where the nature of the instruction precludes rigid enforcement of this policy.

Class size will be determined by choosing the higher enrollment number after either (a) deregistration following the end of final registration or (b) the official enrollment count at the conclusion of the add/drop period. Instructors agreeing to accept these prorated compensation conditions must indicate that agreement to the department chair, in advance of the first day of classes; otherwise, the class is subject to being cancelled at that time due to insufficient enrollment.

7. In the event that a faculty member must unexpectedly assume an additional teaching load due to another faculty member being unable to fulfill his/her work responsibilities, the faculty member will be compensated using the following guidelines.

When the faculty member of record does not change (and the faculty member provides guidance on what will be taught):

- A. Faculty will be paid from the substitute pay schedule if the absence is expected to be no more than three weeks based on a 16 week semester.
- B. If the period exceeds three weeks, based on a 16 week semester, faculty will be paid on a prorated basis from the PT/OL Salary Schedule for the portion of the course for which the faculty member is responsible. If the faculty member is initially paid on the substitute pay schedule, additional compensation to make up the difference between the PT/OL rate and the substitute rate will be provided.
- C. When the faculty member of record changes (and the new faculty member must take over all responsibility for the course for the remainder of the semester), the following guidelines will be used:
 - a. Faculty members teaching 50% or more of the course will be compensated for 100% of the course.
 - b. Faculty members teaching at least 25% of the course but less than 50% of the course will be compensated for 75% of the course.
 - c. Faculty members teaching less than 25% of the course will be compensated for 50% of the course.