

## Instructional Compensation Guidelines Poole College Of Management

Adopted by Exec Team 3/23/17; Reviewed 4/9/2020

Updated Spring 2020 to reflect financial pressures due to ongoing COVID19 crisis.

Approved by Exec Team. Effective Fall 2020.

This guideline is intended to cover standard compensation practices as they pertain to overload and summer teaching, online course development, and part-time instructors. The guideline was developed to be consistent with [REG05.58.01](#) and with consideration of program needs and resource availability.

### Undergraduate Course Delivery

CREDIT HOURS	Minimum	In between	Maximum
1	\$2,500	3.33% of AY Salary	\$5,000
2	\$5,000	6.67% of AY Salary	\$7,500
3	\$7,500	10% of AY Salary	\$10,000

### Graduate Course Delivery\*

CREDIT HOURS	Minimum	In between	Maximum
1	\$5,000		\$5,000
2	\$7,500	6.67% of AY Salary	\$10,000
3	\$10,000	10% of AY Salary	\$15,000

### Graduate Online Course Preparation \*

CREDIT HOURS	
1	\$3,333
2	\$6,667
3	\$10,000

\*Associate Dean for Academic Programs can deviate from these rates to honor a prior commitment for FY21 only.

Faculty that are <0.75 FTE are compensated at the minimum rate for the appropriate course level.

- \$7,500 Undergraduate 3 credit hour course.
- \$10,000 Graduate 3 credit hour course.
- In rare cases of strategic need, these rates can be modified with prior Associate Dean for Faculty Affairs approval on a case by case basis.

**Practicum delivery:** Full-Time Poole Faculty only

- \$3,500 per practicum if taught as an individual overload. 4-6 students per practicum.
- If taught as a 3-hour course, the expectation is that the course contains a minimum of 4-5 practicums (minimum of 20 students). The department head may modify this requirement in the event that the instructor is engaged in significant activities related to obtaining and managing the practicums and their corporate sponsors.

**Notes regarding online course development and non-standard offerings:**

- Department heads will work with faculty who develop an online course to establish the expectation of the role of the faculty member in delivering the course over a multi-year period.
- Department heads may authorize additional payment for non-standard course offerings and program innovation and enhancement efforts as mutually agreed upon with faculty the member, department head, and the relevant assistant or associate dean.
- Graduate Online Course Prep payments are subject to the courses satisfying programmatic guidelines for quality, brand, and pedagogy

***This guideline may be reviewed as needed by the college executive team, with a required review cycle every three years to accommodate changes in programs, technology, and resources.***