CEOAS Instructor Compensation Policy

On campus, online, and overload teaching

Effective 6/16/2018

Per Course Compensation Schedule

This pay schedule covers instructors appointed on per term basis at less than 1.0 FTE. Minimum qualifications for Instructor appointments include a Master’s Degree in an appropriate and relevant field. The salary rate for CEOAS Instructors holding a Ph.D. in a relevant field will include an additional step in salary equal to 10% of the base Instructor rate. Instructor positions are eligible for merit-based promotion following OSU promotion and tenure guidelines; a successful promotion in rank carries a fixed increase in salary. Refer to the OSU faculty handbook and promotion and tenure guidelines for more information: http://academicaffairs.oregonstate.edu/faculty-handbook/promotion-and-tenure-guidelines#policy

Compensation is determined by monthly salary rate and FTE. The College considers full time effort to comprise 90% teaching (3 courses per term) and 10% service. Thus, a 3-credit course will be compensated at 0.3 FTE for one academic term and a 4-credit course at 0.36 for one academic term. Term-by-Term Instructors who are appointed with a full teaching load of three courses per term will be appointed at 1.0 FTE irrespective of the total number of credits.

All Instructor appointments and renewals are at the discretion of the Associate Dean of Academic Programs.

<table>
<thead>
<tr>
<th>FY 2018-2019 rates</th>
<th>3 Credit Hours</th>
<th>4 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base salary rate (monthly)</td>
<td>$6212</td>
<td>$6212</td>
</tr>
<tr>
<td>10% step for PhD</td>
<td>$621</td>
<td>$621</td>
</tr>
<tr>
<td>Maximum salary rate (monthly)</td>
<td>$6833</td>
<td>$6833</td>
</tr>
<tr>
<td>FTE (term)</td>
<td>0.30</td>
<td>0.36</td>
</tr>
<tr>
<td>Maximum salary per course</td>
<td>$6149.70</td>
<td>$7379.64</td>
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</tbody>
</table>

(3 months x FTE)

Compensation for fixed-term, full-time Instructors (9 or 12 Month Continuing Appointments):
Fixed-term, full-time, 9 or 12 month Instructor appointments include some combination of teaching, service, and other assignments as defined in the individual’s position description. Compensation for these types of appointments varies with rank, qualifications, and years of service. Salary for instruction-only appointments are covered by the per term Instructor compensation schedule above.

Compensation Schedule for Returning Retirees (Instructor/Faculty Positions):
Compensation for retirees returning to teach a class that they taught as a faculty member is based on the salary rate at time of retirement (per OSU policy) and the appropriate FTE for the term. For example, Professor Smith’s full time monthly salary rate at the time she retired was $7000 per month. She continues to teach a 3 cr class in her retirement that she taught as a full time faculty member. Her compensation for teaching that class would be $7000/month * 0.3 FTE * 3 months = $6300. The appointment level for retirees will not exceed 1039 hours (0.49 FTE) per calendar year. Retirees teaching a new class may be appointed...
at a different pay rate than the one at which they retired. Retirees teaching under-enrolled courses (below minimum enrollment for a given level) may be appointed at lesser FTE.

**Compensation Schedule for Graduate Assistants as Instructors**

In certain cases, graduate assistants may be hired to teach a course over which they have sole responsibility for delivering instructional content, evaluating student performance, and serving as the primary point of contact for students. The compensation rate for graduate assistants acting as Instructors is based on the current graduate assistantship salary rate. Graduate assistants appointed to teach during the summer must meet eligibility guidelines and hold a GTA or GRA during either the previous spring or following fall term. The minimum qualifications for a sole responsibility instructional position are either a Master’s degree in a related field and/or advancement to candidacy for current Ph.D. students. Qualified graduate students may only instruct at the undergraduate course level.

**Compensation Schedule for Teaching as Overload**

Term-by-Term Instructors appointed to teach more than three courses in a term will receive overload compensation for that term. Other faculty who are already 1.0 FTE for the term may be permitted to teach a course as “overload”. Compensation will follow the per course compensation schedule above. Overload compensation will not exceed 0.3 FTE in any quarter. Overload teaching is limited to a maximum of one course per quarter (OUS policy) and must meet OSU Overload Policy requirements. [http://hr.oregonstate.edu/manual/overload-compensation](http://hr.oregonstate.edu/manual/overload-compensation)

**Benefits**

A Summary of Benefits for unclassified employees is available from the OSU Office of Human Resources ([http://hr.oregonstate.edu/benefits/current-employees/insurance/summary-benefits](http://hr.oregonstate.edu/benefits/current-employees/insurance/summary-benefits)). Benefits eligibility starts at 0.5 FTE so instructors on per term appointments teaching more than one course per term may be eligible for health insurance (PEBB) benefits. Eligibility for retirement benefits: [http://hr.oregonstate.edu/benefits/pension-retirement-savings/pension-programs/unclassified-employees-pension-program](http://hr.oregonstate.edu/benefits/pension-retirement-savings/pension-programs/unclassified-employees-pension-program)

**Course Cancellation**

If a scheduled class does not have a viable number of students enrolled by the start of the phase two registration period (see OSU Academic Calendar), the Associate Dean for Academic Programs may decide to cancel the class, in consultation with program directors and advisors. Decision to cancel a class will be made at least two weeks prior to the start of the term. In the event of a course cancellation, there will be no instructor compensation.

**Revisions**

Base compensation rates for per-term instructor appointments will be reviewed annually, and will remain consistent with OSU Instructor compensation policy.

**Exceptions**

The need for exceptions to this policy will be reviewed and approved by the Associate Dean for Academic Programs.