

**CEOAS Instructor Compensation Policy**  
**On campus, online courses, and overload**  
 Effective FALL 2017 2% increase

**Per Course Compensation Schedule**

This pay schedule covers instructors appointed on per term basis at less than 1.0 FTE. The full-time monthly salary base for part-time instructors, hired to teach on a per term basis, is based on the current CEOAS Graduate Teaching Assistant monthly salary rate plus 10% (this equates to \$6,212 per month in FY 17). Minimum qualifications of Instructor appointments include a Master’s Degree in an appropriate and relevant field. Full-time Instructors are eligible for promotion to Senior Instructor following 5 years of full-time teaching; this is associated with a 10% increase in salary. 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. A 10% merit-based increase may be awarded following 5 years of continuous instruction (**full-time equivalence**) at Oregon State University, to reward continuity and experience.

Compensation is determined by monthly salary rate times the FTE or workload. Because full time is considered 90% teaching (3 courses per term) and 10% service, a 3-credit course will be compensated at 0.3 FTE for one term (3 months) and a 4-credit course at 0.36 for one term.

**All Instructor appointments and renewals are at the discretion of the Dean.**

<b>FY 2017-2018 rates</b>	<b>3 cr</b>	<b>4 cr</b>
Base Instructor		
Monthly Salary Rate	\$6212	\$6212
10% step for PhD (in field relevant to the course)	\$621	\$621
10% step in pay rate (merit-based – eligible after five years continuous service)	\$621	\$621
Maximum Monthly		
Salary Rate	\$7454	\$7454
FTE (term)	0.30	0.36
<b>Max per course (3mo x FTE)</b>	<b>\$6708.60</b>	<b>\$8050.32</b>

**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, years of service, etc. 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 (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**

A graduate assistant teaching a course will be appointed at 0.4 FTE for the term. 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. Qualified graduate students may only instruct at the undergraduate course level.

### **Compensation Schedule for Teaching as Overload**

Faculty who are already 1.0 FTE for the term may be permitted to teach a course as "overload". Compensation will follow the compensation schedule above. 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>

### **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>). 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>

### **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. Decisions 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.