

I. Overview

The purpose of this procedure is to identify the formula for compensating faculty teaching a laboratory course when the instruction is on an adjunct or overload basis. It is recognized that laboratory courses have a greater number of contact hours than lecture courses for the equivalent number of credit hours. Because of the extra effort required in these courses, a formula has been developed to compensate faculty who teach these courses.

II. Practice

1. When an instructor is hired to teach a laboratory course, and the course is not part of a full-time instructor's assigned teaching load, the following formula will be used to determine the compensation for the assignment:

$$\text{Hourly Rate} \quad \times \quad \frac{\text{Number of Credit Hours} + \text{Number of Weekly Contact Hours}}{2}$$

2. Simple calculation of this formula is as follows:
 - a. Two contact hour lab = 1.5 x the pay rate for one credit hour
 - b. Three contact hour lab = 2.0 x the pay rate for one credit hour

III. Clarifying Points

1. During terms that meet for less than 16 weeks, such as summer, the compensation will be calculated as though the semester is a 16 week term. Thus, for a one hour lab that meets six hours per week during a summer term which lasts eight weeks, the pay is still calculated using an equivalent of three contact hours per week.
2. Summer pay rate for full-time faculty will be calculated with the same formula shown above using the per credit hour pay rate for summer teaching (see Procedure 406.3, Compensation Procedure for Full-Time Faculty Teaching During Summer Terms While Off-Appointment).

Adopted: October 3, 2012
Revised: May 3, 2017