
PART-TIME FACULTY SALARIES

POLICY SUMMARY

This policy determines how part-time instructors are assigned an appropriate salary rate commensurate to their qualifications and experience and with consideration of market-driven disciplinary salary variability.

REASON FOR THIS POLICY

By providing a uniform policy on part-time faculty salaries, we are able to effectively fill staffing needs while promoting consistency and equity in part-time hiring and compensation.

ENTITIES AFFECTED BY THIS POLICY

- All colleges and instructional units

WHO SHOULD KNOW THIS POLICY

- All deans and department/school academic leaders and administrators

DEFINITIONS

- **CIP:** An acronym for Classification of Instructional Programs, used for designating fields of study.
- **Credit-bearing course:** A course associated with one or more units of credit.
- **CUPA-HR:** An acronym for College and University Professional Association Human Resources, used to provide salary benchmarks.

POLICY

The base salary rate associated with part-time faculty teaching credit-bearing courses is based on the qualifications and experience of the part-time faculty, according to the following structure:

Teaching experience	Rate (per credit hour)
Fewer than 72 credit hours	\$1,155
Equal to or more than 72 credit hours	\$1,225

The catalog entry for the course defines the number of credit hours associated with a course assignment. Academic units are responsible for assessing individual faculty qualifications for instructing the subject matter of an assigned course and evaluating faculty teaching experience to determine the base salary rate.

A. Market-rate exceptions

Academic units that experience difficulty in recruiting part-time faculty due to differences between the base salary rate defined in this policy and prevalent market rates may apply for a market-rate exception for a specific course prefix. If the exception is approved by the Office of the Provost, the per-credit hour salary rates may be increased up to the approved amount. This increased amount must be used for all part-time faculty teaching different sections of the same course for the fiscal year for which the exception is approved. Market rate exceptions must be re-approved annually.

B. Instructional needs exceptions

Academic units that offer courses where the catalog-defined credit hours are not commensurate to the instructional needs of the assignment (e.g. some clinical or lab assignments, large-enrollment courses) may apply for an instructional needs exception for specific courses. If the exception is approved by the Office of the Provost, the credit hours used to determine the total compensation of a specific course assignment may be increased up to the approved amount. This increased amount must be used for all part-time faculty teaching sections of courses with such exceptions for the fiscal year for which the exception is approved. Instructional need exceptions should be re-approved at any point the course section content or overall curriculum (where that course might be required) is modified or altered.

C. Benefits eligibility

Eligibility for benefits is determined by the benefit plan's rules and the employee's employment category. For more information refer to *Appendix A – Benefit Eligibility by Benefit Plan and Employment Category*: <https://hr.nau.edu/apps/policy-manual/10200>

RESPONSIBILITIES

Academic unit administrators: ensure that appropriate per-credit pay rates are used and that the correct rate is entered in ePARs and other hiring documents and processes.

Office of the Provost: generate and annually update per-prefix maxima; validate that the appropriate pay rate is used.

PROCEDURES

- A. New Hire ePAR is used for both benefit eligible and non-benefit eligible employees.
- B. Requests for market-rate and instructional needs exceptions must be submitted by deans to the Office of the Provost through the ***Part-time Faculty Pay Exception Request form*** (onBase) and receive approval before academic unit leaders recruit part-time faculty and communicate the anticipated salary rate. The Office of the Provost will send each college a listing of most current per-prefix maxima by **April 1**. Requests from colleges are submitted at the end of each fiscal year and no later than May 1, with approvals offered by May 30 that go into effect at the beginning of the subsequent fall term and remain in force through the end of the subsequent summer term.
- C. Market-rate exceptions may not exceed Office of the Provost per-prefix maxima, determined based on the most current CUPA-HR benchmarks used to determine full-time faculty salaries for the CIP code associated with the prefix.
- D. Instructional needs exceptions will be evaluated based on an assessment of course instructional needs in the context of university and academic unit workload policies.