

CEFNS 16-17 Guidelines for Part Time Temporary Instruction Hires and Faculty Overloads

I. Criteria that qualify a class to be supported via temporary staffing

Please make all requests, whether for CEFNS support or Vice Provost for Academic Affairs (VPAA) support, via the R: drive DFS folder. The Associate Dean for Academic Affairs and Fiscal Operations Manager will organize a request for the VPAA based on these submissions. Costs for courses approved for temp staffing support will be split (in some manner) between CEFNS and the VPAA. Some costs, particularly those that could be covered by class fees or program fees, may be referred back to the unit.

Classes that qualify for temporary staffing support will have at least one of the following three characteristics:

1. The class is required for an NAU major (plan) and there is no viable substitute
2. The class is an elective specifically for a CEFNS major, and for students to garner enough major elective credit, the class must be offered that semester
3. Gateway and/or the Vice Provost for Academic Affairs have asked for additional sections of the class

Classes that are not required but are anticipated to have robust enrollment (>30 students) will be *considered* for support.

Classes that do not meet the Provost's minima (15/10/8) for enrollment cannot be supported via temporary staffing. Exceptions may be made for classes that are required for student *graduation*, and for which no viable substitute can be found.

II. Policies for part time, temporary staff and faculty overloads

1. A written memorandum of understanding outlining duties and expectations is recommended for each part time (class by class) individual hired.
2. **Only** currently enrolled graduate students may be paid at the GTA stipend rate. All individuals hired to teach (lectures, lab, recitations, or other) who are not NAU enrolled graduate students will be paid at the part time temporary rate.
3. Undergraduate students hired to teach a laboratory or recitation, prep for a lab, grade, or do other work should be paid **an hourly wage**. Indicate a student wage pool position number on the e-PAR used to hire an undergraduate. The University-wide recommended pay scale for undergraduate student workers is provided at the end of these guidelines. The employed students should report their hours. Note, this mechanism maximizes flexibility – if the student can handle additional hours, extra tasks can be accommodated this way. Finally, the Dean's office recognizes that the cost for undergraduate TA's etc. will be an estimate, given that it's difficult to predict the exact number of hours that will be worked.
4. Faculty overload requests must include the workload calculation for the faculty member, indicating that the faculty member is already fully deployed prior to adding the overload.
5. Pay rate:
 - a. For math, natural sciences, CSTL, and forestry, **\$1400** per credit hour (or \$4200 for a three credit lecture class) is our standard (as of 1/13) for individuals with a terminal degree (Ph.D., M.D.,

- D.V.M or equivalent). For individuals with a Master's degree, **\$1212** per credit hour is our standard rate (as of 1/13).
- b. For engineering (and rarely, some other specialty areas, e.g., actuarial science), the rate may be higher than \$1400 per credit hour. For engineers with a Ph.D., or a Master's degree *and* either ≥ 5 years of University teaching or > 5 years of industry experience (or equivalent combination), our maximum is \$2000 per credit hour. For engineers without a Master's degree or with a Master's degree but < 5 years prior experience, the rate is typically \$1600/credit hour.
 - c. For all areas (engineering, forestry and natural sciences), the **minimum** pay is \$910 per credit hour (or \$2730 for a three credit lecture class), which corresponds to the Provost's part time faculty salary schedule minimum (as of 1/13).
 - d. For all areas, the **maximum** pay is \$2000 per credit hour (or \$6000 for a three credit lecture class).
 - e. For all areas, pay per credit hour will be less (but not below the minimum) for individuals without a terminal degree, as indicated by the Provost's part-time faculty salary schedule (version 12/03/12).
 - f. For **faculty overloads**, please use these same pay guidelines. We cannot use the summer school calculation for faculty overloads. We do not scale pay per credit hour to faculty rank (so both lecturers and full professors with a Ph.D. or equivalent may earn the same rate per credit hour of overload).
 - g. The Dean's office recognizes that laboratories are complex in terms of the relationship between credit hours and actual time in the classroom. The actual laboratory time which equates to one credit hour in CEFNS ranges from 1.4 to > 3.0 clock hours¹. In cases where the hired individual teaches a laboratory without any assistance, it may be reasonable to take clock hours into account when calculating pay.
 - h. CEFNS does not provide extra credit hours or pay for "new preparations" for part time temporary hires or for faculty overloads.
 - i. Consistency is our goal.
6. Important note: Supplemental hours are limited to 312 hours (AY) or 384 hours (FY). In addition, supplemental pay is limited to the equivalent of those hours at the employee's regular rate of pay. For example, a person paid \$37,000 AY is limited to \$7594 of supplemental pay. If that person were paid \$1400/credit hour for a 3 credit class in fall, and another 3 credit class in spring, the pay would be \$8400 and would be over the limit. (Per Wendy Nelson, 3/2/11)
7. Important note: There are new [Guidelines for Supplemental Pay for Faculty](#), effective Fall 2016. Faculty with teaching loads below 9 credit hours per semester (for tenure/tenure-track faculty) or 12 credit hours/semester (non-tenure track faculty) are not eligible for supplemental pay. The policy may be found on the Provost's "Academic Resources and Policies" webpage at <http://nau.edu/Provost/Resources-Policies/>.

For reference:

¹ For example, the embedded lab in CM 341 is scheduled for 1 hour and 25 min, BIO 338 L and CENE 333 L are scheduled for two hours, CHM 235 L is scheduled for three hours, and BIO 326LW is scheduled for five hours.