Salary Schedule

Adjunct, Overload & Stipend (Not including Summer) – Undergraduate Courses

I. POLICY:

1. Adjunct salary schedule (less than 2 semesters experience at ASU)
   - BA Degree (with exceptional experience) $500/CH
   - MA Degree $600/CH
   - MA + 30CH $800/CH
   - Terminally qualified $1000/CH

2. A market adjustment of up to an additional $1000/course may be made based upon agreement with VPAA (areas of high market demand include, but are not limited to, Business & Teacher Education).

3. Adjustments based upon years of experience/semesters taught at ASU may also be negotiated. (This is not in addition to amounts in 1, but in lieu of.) Suggested scale for 3 CH course is:

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th>MA</th>
<th>MA + 30 CH</th>
<th>Terminal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 semesters – 18 semesters</td>
<td>$2000($666/CH)</td>
<td>$2500($833/CH)</td>
<td>$1000/CH</td>
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<tr>
<td>20 semesters – 28</td>
<td>$2500($833/CH)</td>
<td>$2750($916/CH)</td>
<td>$1000/CH</td>
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<tr>
<td>semesters</td>
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4. Overload: $3000/course limited to one per semester over average 12 CH/semester load; a market adjustment up to an additional $1000/course may be made, based upon an agreement with the Vice President of Academic Affairs.

II. PURPOSE:

The purpose of this policy is to provide guidelines for adjunct/overload pay.

III. DEFINITIONS:

A. Adjunct: An instructor teaching courses whose compensation is salary and/or fringe benefits and is contracted for one term at a time. Part-time is considered synonymous with adjunct.
B. **Overload:** A specific assignment, acceptable to the faculty member and approved by the Vice President of Academic Affairs/VPAA, occurring within a faculty member’s period of appointment, which is in excess of the faculty member’s workload.

C. **Terminally Qualified:** One who has obtained the highest degree in their field of study.

IV. **PROCEDURES:**

A. Department hire faculty (verbal)

B. Department distributes Employment Packet to employee: Faculty Welcome Letter, I9, PERA, W4, Affirmation of Legal Status, and Information Sheet.

C. Employee completes employment forms and returns to department (includes current address and full name as it appears on their Social Security Card)

D. Department prepares Personnel Contract Recommendation Form (PCR) and submits employment packet to Human Resource Office.

E. Human Resource Office will submit PCR to the VPAA office.

F. VPAA office proofs employment packet, completes any necessary budget transfers from the adjunct budget, and forwards to the Human Resource Office.

G. Human Resources proceeds to obtain approval signatures, prepares official employee contract, and forwards employment packet to Payroll office.

H. Payroll office proceeds to create a Banner record for employee and processes employment packet for payroll purposes.

I. Human Resources submits information sheet to the VPAA office.

J. VPAA office initializes faculty in SIANST (for class schedule assignment) for the semester and notifies department when activated.

K. Department updates class schedule with instructor name.

V. **RESPONSIBILITY:**

A. Department Chair will complete and forward Personnel Contract Recommendation form to the Human Resource Office.

B. Human Resource Office will forward the PCR and Information Sheet to the VPAA.

C. The VPAA will determine the appropriateness of pay and availability of funding and forward to the Human Resource Office.

D. Human Resource Office will obtain approval signatures, prepare official employee contract and forward to the Payroll Office.

E. The Payroll Office will create a Banner record for the employee and process the employment packet for payroll purposes.

F. The VPAA office initializes faculty in Banner for class schedule assignment and notifies the department.

VI. **AUTHORITY:**
VII. **HISTORY:**

August 8, 2008  
July 12, 2012 revised  
February 24, 2014 reviewed

VIII. **ATTACHMENTS:**