

Procedure Number: 249	Effective Date: 24 May 2016
Policy Title: Supplemental Contracts	Revised:
Approval Date: 24 May 2016	President's Signature: On File

Supplemental Teaching Contracts

I. PURPOSE: The purpose of WLU Procedure No. 249 is to establish a process and set of standards for the awarding of supplemental teaching contracts. WLU Procedure 239 is hereby superseded. This procedure applies to both adjunct and overload teaching contracts. In particular, the procedure seeks to:

- A. establish a process and schedule for the request and issuance of supplemental contracts;
- B. establish a process for determining which classes are considered overload;
- C. establish a process for determining rates of pay for adjunct faculty, and;
- D. establish a process for determining pro-rated pay and class cancellation based on enrollment.

II. PROCEDURES

- A. Request for, and Issuance of, Supplemental Contracts: Requests for supplemental contracts shall be included with the submission of class schedules or as soon thereafter as possible. Supplemental contracts shall be issued before the beginning of the term. Before a supplemental contract can be issued for any adjunct faculty member, including WLU staff members,, a completed and approved Adjunct Request to Hire Form, CV, and transcripts for that individual must be on file in the Provost's Office.
- B. Determination of Overload Classes: The determination of overload pay for full-time faculty, in accordance with WLU Policy 210, will be done by the Provost's Office following the enrollment review specified in Policy 219. If there is a determination that a supplemental contract should be issued, the class(es) with the lowest enrollment shall be considered the overload class(es). Overloads will generally not be determined, and contracts will not be generated, until the spring semester, as it will not be possible to determine if the faculty member has met her/his teaching load requirement for the academic year until that time.
- C. Adjunct Pay Rates: A standard pay rate shall be established by the Provost's Office for all undergraduate adjunct and overload pay. Exceptions to this rate will only be made at the request of the appropriate Dean and approval of the Provost. Graduate adjunct and overload pay rates may be program specific. Undergraduate adjunct faculty may be designated as having senior status, and be eligible for a higher pay rate in the program for which they are so designated, if they have taught 18 or more credit hours per year in that program for two or more consecutive calendar years. This change in status is not automatic and is made only at the request of the appropriate academic dean. It is also not necessarily a permanent change, and may be reversed at any time. Deans will provide the Provost's Office with a listing of requests for senior status for their programs at the beginning of each academic year, or as needed.
- D. Pro-Rating Pay and Class Cancellation: At the time of the review of class enrollment as specified in WLU Policy 219, determination will be made regarding class cancellations. Pro-rating of pay will be determined after the last day to add classes according to the academic calendar for each term. The Provost's Office will generate an enrollment report after that date and prorate contracts according to the following schedule. No additional pay will be offered for courses with larger-than-expected enrollments. Once enrollments have been checked and all the supplemental contracts have been verified, they will be taken to the Payroll Office for processing. The Payroll Office will send a copy of the contract, including any prorating information, a Notice to Pay, and expected pay dates.

III. Pay Schedules

- A. The following pay schedule is hereby established for all undergraduate classes during the fall and spring semesters, with the exception of PS and BLA classes.
 - 1 10 students or more = full pay
 - 2 8-9 students = 80% pay
 - 3 5-7 students = 60% pay
 - 4 Fewer than 5 students = no pay
- B. The following pay schedule is hereby established for PS and all summer undergraduate classes:
 - 1 5 students or more = full pay
 - 2 4 students = 80% pay
 - 3 3 students = 60% pay
 - 4 Fewer than 3 students = no pay
- C. The following pay schedule is hereby established for graduate and BLA classes:
 - 1 3 students or more = full pay
 - 2 2 students = 60% pay
 - 3 1 student = no pay
- D. It is expected that Program Directors, Department Chairs and Deans will request cancellation of any class being offered as an overload or with an adjunct faculty member if the enrollment is below the threshold for partial pay, unless it is to be offered by arrangement.