

Faculty Policy - Adjunct, Overload, Extended Day, and Special Duty Pay

Intent and Supporting Philosophy:

It is the intent of Bismarck State College to ensure fair compensation for adjunct faculty as well as for work performed by full-time faculty beyond normal load. In this light, it is reasonable to pay for overload, extended day, and adjunct instruction at the same rate. It is also reasonable for an institution of higher education to base the rate of remuneration on highest appropriate earned degree.

1. Overload shall not normally exceed 5 hours/semester for any faculty member. Extended day classes are not considered part of overload.
2. Overload and Adjunct pay for all traditional classes will be calculated based on contact hours per week, a sixteen-week semester*, and degree using the following hourly rates. Overload pay will be authorized as soon as it is known that an overload exists for the year. This will normally occur during the second week of the second semester.

Doctorate	\$46.22/week/contact hour X 16 weeks/semester = \$740/contact hour/semester
Masters	\$44.63/week/contact hour X 16 weeks/semester = \$714/contact hour/semester
Bachelors	\$40.80/week/contact hour X 16 weeks/semester = \$653/contact hour/semester
Associate	\$35.38/week/contact hour X 16 weeks/semester = \$566/contact hour/semester
No degree	\$33.47/week/contact hour X 16 weeks/semester = \$536/contact hour/semester

Adjunct & Overload Transcript Process

- Adjunct faculty are responsible upon hire for providing the Human Resources office with official transcripts to verify their degree.
 - If official transcripts are not provided, adjunct pay will be calculated at the no degree rate.
 - If the adjunct earns an advanced degree while working for BSC, the contract rate will remain the same until official transcripts to verify the new degree are provided.
3. Overload and adjunct pay for online classes will be calculated at the above hourly rates assuming contact equivalent to one hour of instruction (contact) per week per credit over a sixteen-week semester.

4. Faculty will receive a \$75.00 stipend for each on-campus section they teach with 36 or more students on the fifth week of the semester or the end of the second week in a less than 5-week class. Faculty will receive a \$75.00 stipend for each online class they teach with more students than the class limit on the fifth week or the end of the second week in a less than 5-week class. Faculty will apply for this stipend by completing the appropriate form and providing their department chairperson with a copy of the official roster for each of their qualifying sections.
5. Full-time faculty with 5 total preps* in a semester will receive a \$150 stipend. Full-time faculty with 6 or more total preps* in a semester will receive a \$300 stipend.
6. Faculty teaching courses at the penitentiary will receive a \$400 stipend, to include instructor travel costs, for each section taught.
7. Faculty teaching Interactive Video Network (IVN) courses will receive a \$100 stipend per class. Faculty teaching Interactive Television (ITV) courses will receive a \$100 stipend per remote ITV site. Faculty will receive per diem for all remote site visits as per state policy.
8. Faculty must submit an [online course development form](#) and receive approval prior to course modifications or development. Faculty will receive a per credit stipend as outlined below:
 - **New build/full redesign of an online course shell** - Faculty will receive a per credit stipend equivalent to the current adjunct/overload pay rate if they translate a new course into the online environment or it is deemed that the online course in question has undergone major content changes (e.g. new software, new certifications, major restructuring of course content).
 - **Course update of an existing online course** - Faculty will be compensated at \$160 per credit hour if the course needs a significant (not minor) update.

*Each unique class in a faculty member's schedule, whether day, extended day, or overload, taught in a lecture or laboratory format and that carries credit, shall count toward total preps. Unique, for the purpose of calculating total preps, refers only to the faculty member's schedule, not to the schedules of others. Duplicated classes in a faculty member's schedule will not count toward total preps.

History of This Policy:

First policy drafted by the Workload Process Improvement Team. Approved by the President's Cabinet on February 8, 2000. Policy effective in the summer of 2000.

Approved by President Donna Thigpen on October 13, 2000. The policy is effective January 1, 2001.

Revision approved by President Donna Thigpen on March 27, 2001. The revision is effective June 1, 2001.

Revision approved by the President's Cabinet on March 27, 2002. The revision is effective in the fall of 2002.

Revisions: January 12, 2004; September 2, 2004; March 15, 2005; July 1, 2005 (effective fall semester 2005); May 16, 2008 (effective July 1, 2008); May 5, 2009 (effective May 16, 2009); May 7, 2010 (effective May 17, 2010); revised by the Faculty Senate on November 3, 2011, reviewed by the Operations Council on November 9, 2011 and approved by the Executive Council on November 18, 2011; revised by the Faculty Senate on March 1, 2012, reviewed by the Operations Council on March 14, 2012, and approved by the Executive Council on March 29, 2012; approved by the Faculty Senate on January 17, 2013, reviewed by the Operations Council on January 23, 2013, and approved by the Executive Council on February 5, 2013; May 9, 2013 (effective August 26, 2013); August 22, 2016; reviewed by the Operations Council on October 12, 2016, and approved by the Executive Council on October 14, 2016.