



**EXTENDED
UNIVERSITY**

C H A N N E L
I S L A N D S

MEMORANDUM

Date: 04/19/2022

To : Provost Avila, Dean Kohli, Dean Andrzejewski, Dean Reilly

CC: EU Academic Program Directors and Chairs

Brian Thoms, Michael Soltys, Kimmy Kee Rose, Jorge Garcia, Geoff Buhl, Lynette Landry, Aaron McColpin, Jaime LePeyre, Jaime Hannans, Philip Moguel, Jared Barton

From: Jill Leafstedt - Interim Dean of Extended University & AVP for Digital Learning

Effective Date: Fall 2022

Subject: **Instructor Pay Calculation for S Factor classes.**

Purpose

The purpose of this memorandum is to clarify how faculty are paid for teaching S Factor classes offered through Extended University. We will modify the use of the 2232 pay scale to compensate faculty commensurate with the workload expectations for S Factor courses.

Definition

“S-Factor courses are assigned when the mode of instruction involves direct one-on-one contact between faculty and student. The average amount of faculty time per student referenced in the definitions includes faculty preparation, evaluation, travel, and liaison with agencies when necessary.” ([Curriculum Committee Resource Document](#))

Instructor workload unit is calculated based on the number of students enrolled. The fraction of workload unit that each student represents is recorded in PeopleSoft. (see below)



**EXTENDED
UNIVERSITY**
C H A N N E L
I S L A N D S

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Maintain Schedule of Classes

Channel Islands
UNIVERSITY

All ▾ Search >> Advanced Search 🔍 Last Search 🔍

APDB Class Section Values

CS Number: 🔍

Workload Factor:

Component Units:

Component Students:

Group Code Control:

*APDB Learning Mode: 🔍

OK Cancel

Payment Plan

Following the [Salary Schedule 2322](#), all faculty teaching a S-Factor class will be compensated by the maximum rate per unit of the “Instructor” rank.

Faculty will be paid at the rate equivalent to 15 students enrolled in a course on the 2232 salary scale.

Calculation Examples

Instructor Rank Maximum Rate per unit is \$1861

Example 1:

- COMP 596 - Workload factor is 0.333 per student.
- 2 students enrolled = $(0.333 \times 2 = 0.666 \text{ WTU})$
- $\$1861 \times (0.333 \times 2) = \1239.50



California State
University

**EXTENDED
UNIVERSITY**

C H A N N E L
I S L A N D S

Example 2:

- *NRS 527* - Workload factor is 0.50 per student.
- 1 student enrolled = $(0.50 \times 1 = 0.5 \text{ WTU})$
- $\$1861 \times (0.50 \times 1) = \930.50