

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.

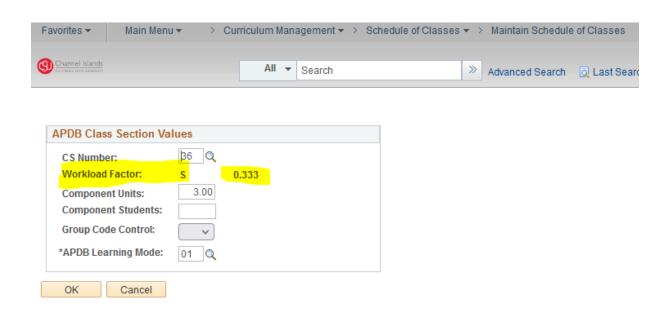
Definition

"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)







Payment Plan

Following the <u>Salary Schedule 2322</u>, 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 x 2 = 0.666 WTU)
- $$1861 \times (0.333 \times 2) = 1239.50





Example 2:

- NRS 527 Workload factor is 0.50 per student.
- 1 student enrolled = (0.50 x 1= 0.5 WTU)
- \$1861 x (0.50 x 1) = \$ 930.50