

**K-State at Salina Teaching Load and Salary Guidelines**  
**Approved by the Department Heads**  
**October 22, 2009**

**I. Appointment**

Full-time faculty at K-State at Salina generally have 80-10-10 appointments (80% teaching, 10% scholarship, 10% service). Within that general appointment, department heads have the ability to create individualized expectations that enhance the utilization of faculty expertise in the manner that provides the most benefit to the mission of the Department. The 80% teaching expectation translates into 12 credit hours of teaching per semester (a 100% teaching assignment would result in 15 credit hours per semester). The appointment expectations (allocation of time and talent) should be mirrored in unit evaluation, promotion and tenure documentation and in annual evaluations, and promotion and tenure documentation.

**II. Workload**

Faculty workload must be accurately tracked throughout one's employment at K-State at Salina. Full-time faculty are expected to provide 100% effort directed toward fulfilling the mission of the Department, College, and University. Details concerning obligations and duties may be found in the University Handbook. K-State at Salina is committed to full salary compensation for all work completed and to providing financial compensation for work demands that go beyond regular expectations. However, overload pay *may or may not* be available due to budgetary restraints. Overload pay requests must be submitted by the Department Head and approved by both the Dean and Provost. For example, a faculty member on a nine-month contract with an 80% teaching expectation may be compensated with overload pay only if he/she is already teaching a full load (12 credit hours per semester on average for the 9-month academic year) in which each course section meets the minimum enrollment requirements defined in the University Handbook (Sections F53-F55). The following workload guidelines are applicable:

- A. ***Fall and Spring Semesters*** - 12 credit hours of lecture courses meeting minimum enrollment requirements are considered a full teaching load for typical 80-10-10 appointments. Fifteen credit hours of lecture courses meeting minimum enrollment requirements are considered a full teaching load for fall or spring semester faculty appointments in which there are no expectations for scholarship or service. Individual term faculty expectations may be customized to include teaching, scholarship, and service components. The *teaching portion* of a faculty member's *total* fall or spring semester workload should be determined using the following guidelines:

$$\text{Lecture classes: } \frac{\textit{credit hours taught}}{\textit{15 credit hours}} \times 100\%$$

$$\text{Lab classes: } \frac{\textit{credit hours taught} \times 1.5}{\textit{15 credit hours}} \times 100\%$$

B. **Summer School Term** – Six credit hours of lecture courses meeting minimum enrollment requirements are considered a full teaching load for the summer term. As there are reduced scholarship and service expectations during the summer, summer salary compensation is at a reduced level, as described in the University Handbook (Section C23.1). A faculty member’s *summer teaching load* should be determined using the following guidelines:

Lecture classes: 
$$\frac{\text{credit hours taught}}{6 \text{ credit hours}} \times 100\%$$

Lab classes: 
$$\frac{\text{credit hours taught} \times 1.5}{6 \text{ credit hours}} \times 100\%$$

C. **Courses not meeting minimum enrollment requirements** - In the case of class or laboratory enrollment not meeting the minimum requirements defined in the University Handbook (Sections F53-F55), teaching workload percentages should be *reduced* using the following derating factors:

Class Size (100 Level)	15+	14	13	12	11	<11
Class Size (200+ Level)	10+	9	8	7	6	<6
Laboratory Class	7+	6	5	4	3	<3
<b>Derating Factor</b>	<b>1.0</b>	<b>0.95</b>	<b>0.90</b>	<b>0.85</b>	<b>0.80</b>	<b>0.75</b>

Department Heads are expected to monitor faculty workloads and class size requirements. For example, a faculty member teaching four 3-hour 100-level classes with enrollments of 22, 18, 16 and 6 students would have a teaching load of 75%: 60% results from the three classes that meet enrollment requirements (from the equation in section IIA). 15% results from the 3-hour class with six students enrolled: 20% from the equation value times the derating factor of 0.75, which equals 15%. In other words, 60% + 15% = 75%.

In this example, the department head would have the option of: 1) cancelling the low-enrollment class and assigning additional responsibilities amounting to 20% of time and talent that will benefit the department goals and mission, or 2) teaching the course (with approval of the Associate Dean) and adding increased responsibilities (5% of time and talent) or class expectations (collecting assessment data or incorporating a unique teaching methodology) in relation with the number of students enrolled to return the workload to 100%.

### III. Adjustments

There are numerous historical principles that have been incorporated into the workload guidelines given in Section II. However, the addition of graduate education courses and programs on the K-State at Salina campus and the unique Family Studies and Human Services program may require additional adjustments to be made in the definition of workload. The general adjustment guidelines include:

- A. Faculty teaching laboratory classes that are enrollment limited by established and documented certification criteria or available resources, as determined by the Department Head, shall receive full workload credit for those courses, provided enrollment meets or exceeds departmental expectations.
- B. In terms of teaching load calculations, one semester credit hour of laboratory instruction is equal to one and one-half semester credit hours of undergraduate lecture instruction.
- C. In terms of teaching load calculations, one semester credit hour of graduate-level instruction is equal to one and one-half semester credit hours of undergraduate lecture instruction.
- D. A faculty member's involvement in research or grant and contract activity should be reflected in the distribution of time and talent, first with adjustments in scholarship or service expectations. Care should be taken to ensure that a total of 100% of available faculty time and effort is not exceeded. Small changes can be accomplished without negatively impacting teaching loads by adjustment of scholarship and service expectations (generally a total of 20% of faculty resources) in combination with summer employment to meet grant or contract obligations. Principal investigators may propose the use of grant or contract funding to replace classroom teaching compensation or to enhance the grant or contract activity under their supervision.
- E. Supervision of graduate students enrolled in the professional master's degree program is provided workload credit *only* to the *chairperson* of the graduate committee. One semester hour of teaching load credit will be given for every six credit hours of graduate coursework completed by the graduate students the committee chairperson supervises.
- F. An individual graduate faculty member can receive a maximum of three credit hours of teaching workload credit for supervision of each individual graduate student for which they have been assigned chairperson.

#### **IV. Salary Guidelines**

Salary guidelines reflect the current policies in place, but may be revised at any time to conform to budgetary restraints. Salary expectations for teaching courses listed in published course selection schedules may be characterized as courses that are a part of teaching expectations and to which firm State Appropriation financial commitments have been made (these courses represent the majority of courses taught at K-State at Salina). Salary guidelines reflected under the Continuing Education course heading *may or may not* be taught for credit and there is no firm State Appropriation financial commitment (tuition revenue is expected to meet or exceed faculty salary costs). Courses or workshops provided as public service may be a part of an individual's professional expectation, as determined by the Department or Unit head.

In the following salary calculations all "credit hours" are assumed to be undergraduate credit hours; adjustments described in section IIIB and IIIC must be made for laboratory and graduate courses. Exceptions may be warranted for faculty on split appointments (i.e., those teaching courses in multiple colleges) and for faculty on 12-month appointments.

##### **A. *Regular Courses in the Line Schedule***

1. Part-time faculty rates (fall, spring, or summer terms):

\$600 per credit hour for instructor with bachelor's degree  
\$700 per credit hour for instructor with master's degree  
\$800 per credit hour for instructor with doctoral degree

2. Full-Time Faculty Summer Rates:

Full-time faculty assigned by their department head to teach summer school courses on the regular schedule will be compensated as follows:

$$\frac{(\text{9-month salary}) \times (70\%) \times (2/9) \times (\text{credit hours taught})}{(6 \text{ credit hours})}$$

Summer salaries will be adjusted at the beginning of the fiscal year to reflect any pay increases that become effective in the new fiscal year. The "credit hours taught" factor takes into account all adjustments described in Section III.

3. Overload Pay for Full-Time Faculty

Full-time faculty may be compensated with overload pay only if he/she is already assigned a full teaching/scholarship/service load as determined in Section II. Overload pay requests must be submitted by the Department Head and approved by both the Dean and Provost. Continuing Education overload pay requests must be routed through the appropriate department head for review and signatures before being submitted for approval by the Dean and Provost. Overload pay compensation will be computed as follows:

$$\frac{(\text{9-month salary}) \times (70\%) \times (2/9) \times (\text{credit hours taught})}{(6 \text{ credit hours})}$$

The "credit hours taught" factor takes into account all adjustments described in Section III.

**B. Continuing Education Courses (Fall, Spring, or Summer)**

Faculty teaching on-campus or distance courses that are not part of the regular schedule and offered by the K-State at Salina Division of Continuing Education will be compensated at the following rates:

1. Part-time faculty:

Part-time faculty will be paid the lesser of:

- a. the current per-student-per-credit-hour rate established by the Division of Continuing Education, with the number of enrolled students determined on the day after the last day to drop the course with a 100% refund.

or

b. the part-time faculty per-credit-hour rate listed in section IV.A.1.

2. Full-time faculty:

Full-time faculty will be paid the lesser of:

a. the current per-student-per-credit-hour rate established by the Division of Continuing Education, with the number of enrolled students determined on the day after the last day to drop the course with a 100% refund.

or

b. 
$$\frac{(\text{9-month salary}) \times (2/9) \times (70\%) \times (\text{credit hours taught})}{(6 \text{ credit hours})}$$

Note: Special off-campus programs (e.g., Fort Riley, Crisis City, UAS Operations, etc.) may be paid at a fixed rate, to be determined prior to the beginning of the academic term. This rate will typically be the standard summer school rate.