

Associate Faculty Salaries

Background

The Associate Faculty members are essential to SPEA's ability to delivery its academic programs and SPEA makes every effort to ensure that individuals invited to join the Associate Faculty ranks are qualified by a combination of academic training and professional experience to teach a given course. Although a terminal degree is preferred it is not required, but applicants should be trained at the master's level.

In recognition of the importance of the associate faculty to the teaching mission, SPEA has established a salary policy to ensure that Associate Faculty salaries are equitable and include modest increments in the base salary on a regular and predetermined basis.

Associate Faculty salaries are predicated on a maximum class size of 40 students as specified in SPEA's Class Size and Support policy. Historically, when the class size exceeds 40 students, SPEA has either opened a second section of the course or invited the faculty member to teach a larger size class based on a pro-rata salary over the maximum cap of 40 students.¹

Policy (2006, updated April 2009)

Associate Faculty must have a combination of academic training and professional experience needed to offer a given course. At a minimum, a master's level degree is required.

An Associate Faculty member is not permitted to teach more than 60% FTE (9 credit hours) in the IU system in a given semester (IUPUI Dean of Faculties).

Faculty salaries are established by the Associate Dean in consultation with Program Directors within narrow limits around a baseline that is adjusted periodically in modest increments to acknowledge continued service. This baseline is predicated on a class size that is capped at 40 students as specified in SPEA's Class Size and Support policy. Initial salary levels may be adjusted within the starting salary range, depending on education level and experience.

The Associate Dean in consultation with Program Directors may adjust the salary of Associate Faculty on a pro-rata basis when an Associate Faculty member agrees to teach a course exceeding the cap of 40 students. This practice, however, should not be considered routine and should be used only in those instances when a second section cannot be opened and when the Program Director determines that the learning environment will not be compromised.

Associate Faculty members who develop new online courses may seek a development grant/stipend to address the additional technological demands of developing these courses.

Responsibilities

- ✓ The Associate Dean is responsible for approving the Associate Faculty salaries for maintaining the integrity of the Associate Faculty Salary system.
- ✓ The Program Director's have primary responsibility for approving and suggesting an appropriate salary for the Associate Faculty.
- ✓ The Program Manager (Dean's Office) is responsible for the following activities in the salary process:
 - creating and maintaining the Associate Faculty salary files
 - consulting with the appropriate Program Director, Director of Academic Affairs, or Associate Den regarding the faculty member's initial salary
- ✓ The Program Directors are responsible for reviewing and approving the content of online courses prior to disbursement of course development funds.
- ✓ The Fiscal and Administrative Officer is responsible for disbursing funds to the Associate Faculty.

¹ The historical practice of compensating associate faculty for teaching courses greater than the maximum specified by SPEA's Class Size and Support policy was formalized in April 2009.

- ✓ The Associate Dean and the Program Directors are responsible for periodically reviewing the Associate Faculty Salary system.

Procedure

1. The Associate Dean approves all salary decisions for Associate Faculty before Associate Faculty contracts are finalized.
2. The initial salary is established for a starting range (currently \$2600 - \$3000) that is set by the Associate Dean with input from the Program Directors and the Director of Academic Affairs. There are four categories of salaries:
 - a. **Returning Associate Faculty, Face-to-Face Course** – A returning Associate Faculty member’s salary for a previously taught course is increased automatically by \$50, up to a cap of \$3000. In some cases, individual salaries may have exceeded this cap, prior to the stated policy. These individual salaries will be maintained at the existing rate, until the maximum cap is revised.
 - b. **New Associate Faculty, Face-to-Face Course** – A new Associate Faculty member’s salary is established in the range of \$2600-\$3000, depending on education and experience.
 - c. **Associate Faculty, New Online Course** – A new Associate Faculty member’s salary for an online course is set at \$3000 for teaching the course. Associate Faculty may apply for JumpStart or other available funding for course development if the course has not been offered online previously.
 - d. **Associate Faculty – Previously Developed Online Course** - If the online course has already been developed, the salary for teaching the online course is \$3000.
3. Associate Faculty Salary Disbursement
 - a. The Fiscal and Administrative Officer makes all payments in a routine manner according to IUPUI guidelines except the salary for a new online course (see 3. c. below).
 - b. The Program Manager notifies the Fiscal and Administrative Officer when the Associate Faculty member is scheduled for automatic increase for returning service.
 - c. Upon completion of a new online course, the appropriate Program Director reviews the course materials. When the Program Director approves the course, he or she notifies the Fiscal and Administrative Officer that the course is approved, which triggers the disbursement of the course development fee.
4. Associate Faculty Salary Database Management
 - a. For each new semester, the Program Manager creates a new folder and file on G:\Adjunct Faculty\Salaries\Salaries by semester for the particular semester (Attachment 1).
 - b. In the semester file, the Program Manager lists each course taught by the Associate Faculty member, with course number, class, individual’s first and last name and salary amount. (The salary information for prior semesters is available on the master salary grid file at G:\Adjunct Faculty\Salaries\Master salary grid. See Attachment 1.)
 - c. Adjustments to the Semester Salary Grid.
 - i. Whenever a class is cancelled, regardless of the reason, the Program Manager strikes through the text in the spreadsheet for that entry (format, font, strikethrough) and makes a notation of the situation with the date. Typically classes are cancelled by the School because of low enrollments or the Associate Faculty member is unable to fulfill his or her obligation.
 - ii. Whenever there is an error in a contract or a new contract is made with new salary information, the Program Manager strikes through (as in 2 above) the text for that entry, makes an appropriate notation with the date, and makes a “see below” notation. The Program Manager then creates a new entry below with the correct information and a new date.

- iii. In the case of first-time instructors, the Program Manager makes a notation of NEW under the notes column for the appropriate semester.
 - d. The Program Manager notes the final salary information in the master salary spreadsheet for future reference at G:\Adjunct Faculty\Salaries\Master salary grid.
5. The Associate Dean and Program Directors review the Associate Faculty Salary system to determine if adjustments are required. The review will be periodic but at least within a five year period.

Documents

- ✓ G:\Adjunct Faculty\Salaries\Master salary grid (Attachment 1)
- ✓ G:\Adjunct Faculty\Salaries\Salaries by semester (Attachment 1)

Salary Matrices Maintained by the Program Manager

G:\Adjunct Faculty\SALARIES\SALARIES by semester

Fall 2007 Associate Faculty Salaries

Last name	First name	Course	Class number	Day	Time	Salary	Notes (6/19/2007)
Smith	John	V 263	26121	MW	4:30-5:45	\$2700	NEW
Baker	Mary	V 261	25179	TTh	4:30-5:45	\$2750	Low Enroll.

G:\Adjunct Faculty\SALARIES\Master salary grid

Master Salary Grid									
Instructor	6/19/2007	F/2007	Su/2007	S/2007	F/2006	Su/2006	...	F/2004	...
Smith	John	\$2900	\$2850	\$2850	\$2800	\$2750		\$2600	