

POLICY & PROCEDURES MEMORANDUM

TITLE:	ADDITIONAL COMPENSATION FOR FULL-TIME FACULTY
EFFECTIVE DATE:	March 20, 2018
CANCELLATION:	none
CATEGORY:	Academic Affairs (AA)

POLICY STATEMENT

Delgado Community College compensates full-time faculty members based on established workload requirements to fulfill teaching duties as well as other College obligations in accordance with the College's [Workload Requirements for Full-Time Faculty](#). Specific guidelines for compensating full-time faculty for performing additional responsibilities outside of the full-time teaching position are outlined in detail in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish additional compensation procedures and requirements for full-time faculty teaching credit courses at Delgado Community College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to faculty teaching credit courses: 9-Month Faculty; 12-Month Faculty; and Grant Employees who are in grant positions comparable to full-time faculty teaching credit courses.

3. **Types of Additional Compensation**

Depending on the nature of the additional responsibilities assumed by full-time teaching faculty, there are four categories for additional compensation that apply. They are: (1) Department/Program Chair Compensation; (2) Released Time; (3) Extra Services Agreements; and (4) Part-Time Teaching Agreements (for Overload and Adjunct Pay).

A. Department/Program Chair Compensation

According to the College's [Job Description for Department Chair](#), Academic Divisions utilize department/program chairs to facilitate and maintain program effectiveness by working with the Division Dean in the coordination and oversight of an academic program of study. These duties are in addition to the duties outlined in the [Job Description for Instructional Faculty](#) and, therefore, additional compensation is necessary. The following applies in regard to additional compensation for full-time teaching faculty assigned with Department/Program Chair duties:

- 1) Each academic year the Division Dean completes a [Personnel Action Form](#) (Form 2200/002) requesting additional compensation for a faculty member assigned to perform duties associated with serving as chair of an academic department/program. The Department/Program Chair assignment may be renewable each academic year and requires the Vice Chancellor for Academic Affairs annual approval.
- 2) The additional compensation for College-wide Department/Program Chairs is \$7,500 per semester or \$15,000 per 9-month academic year. Additional compensation for Assistant Chairs ranges between \$4,000 and \$5,000 per semester or \$8,000 and \$10,000 per 9-month academic year. Determination of the additional compensation for Assistant Chairs by Division Deans and the Vice Chancellor for Academic Affairs will depend upon:
 - Number of disciplines/programs under his/her supervision
 - Number of full-time/adjunct faculty under his/her supervision
 - Volume of scheduling responsibilities
 - Number of faculty observations/evaluations for which he/she is responsible
 - Laboratory responsibilities
 - Other responsibilities
- 3) Additionally, depending on the size of program/department, the Department Chair will also be granted 40% - 60% released time from his or her regular full-time teaching workload in the fall and spring semesters (or 20% during the summer session). The Released Time requirements are in accordance with the College's [Released Time](#) policy.
- 4) The additional compensation can be canceled at any time the faculty member is no longer assigned the Department/Program Chair duties. The faculty member's signature on the [Personnel Action Form](#) acknowledges the Department/Program Chair compensation ceases upon conclusion of department/program chair duties and reverts back to the previous regular full-time teaching workload salary pay level.

B. Released Time

According to the College's [Released Time](#) policy, full-time teaching faculty may be released a portion or all of their full-time teaching workload for the purpose of *performing special assignments outside of the scope of the faculty member's regular teaching and service duties and responsibilities* per the [Workload Requirements for Full-Time Faculty](#) policy and the [Job Description for Instructional Faculty](#). When released time is granted, a faculty member's total salary for both released time assignment(s) and full-time teaching duties will not exceed one hundred percent (100%) of the total compensation for his or her full-time teaching workload. The following applies to granting released time to full-time teaching faculty:

- 1) Each semester, the released time must be recommended by the Division Dean and approved by the Vice Chancellor for Academic Affairs using the [Request for Released Time Form](#) (Form 2420/001).
- 2) In accordance with the [Released Time](#) policy, released time cannot exceed 40% of the faculty member's regular full-time teaching workload in the fall or spring semester (or 20% during the summer session).
- 3) Exceptions to the percentage maximum include Department/Program Chair duties for larger departments/programs and other exceptions as approved by the Vice Chancellor for Academic Affairs.
- 4) When released time is granted, a faculty member's total salary for both released time assignment(s) and remaining full-time teaching duties will not exceed one hundred percent (100%) of the total compensation *for his or her full-time teaching workload*.

C. Extra Services Agreements

Delgado Community College provides additional compensation for full-time teaching faculty for *approved temporary, extraordinary, and additional duties outside of the scope of the faculty member's regular teaching and service duties and responsibilities* per the [Workload Requirements for Full-Time Faculty](#) policy and the [Job Description for Instructional Faculty](#). The following applies to granting extra services agreements for these purposes:

- 1) Additional compensation for this purpose requires the recommendation of the Division Dean and the Vice Chancellor for Academic Affairs' approval on an [Extra Service Agreement Form](#) (Form 33242/003).
- 2) Compensation for Extra Services Agreements cannot exceed 40% of the total compensation for the faculty member's regular full-time teaching workload in the fall or spring semester (or 20% during the summer session). Exceptions to the percentage maximum may be approved by the Vice Chancellor for Academic Affairs.

- 3) Extra Services Agreement compensation does not include pay for summer teaching, compensation for department/program chair duties, or compensation for credit-generating teaching in excess of the regular workload. The assigned duties must be outside the scope of the faculty member's regular teaching and service duties and responsibilities per the [Workload Requirements for Full-Time Faculty](#) policy.
- 4) Both released time and extra services compensation cannot be granted for the same duties.

Note: Extra Services Agreements may also be granted to compensate full-time non-faculty employees for performing approved temporary, extraordinary, and additional duties outside of the scope of the employee's regular position. The same compensation parameters applied for faculty also apply for full-time non-faculty employees: additional compensation cannot exceed 40% of the full-time employee's regular salary and requires the approval of the appropriate Vice Chancellor/Executive Dean on an [Extra Service Agreement Form](#) (Form 33242/003).

D. **Part-Time Teaching Agreements (Overloads and Adjunct)**

Calculations for full-time teaching overload pay are outlined in the College's [Workload Requirements for Full-Time Faculty](#) policy, while calculations for full-time teaching summer session pay are outlined in the College's [Staffing for Summer Session](#) policy. The following applies to granting part-time teaching agreements:

- 1) Full-time faculty members teaching additional courses (overloads) outside of their full-time course load during the fall and spring semesters (and outside of their summer service course load as approved on the faculty member's [Summer Service Employment Form](#), Form 2123/001) are compensated through a [Part-time Teaching Agreement](#), Form 3242/002.
- 2) For full-time faculty members, generally [Part-time Teaching Agreements](#) cannot exceed 60% of the full-time faculty member's regular full-time teaching workload, except with the Division Dean's recommendation and Vice Chancellor for Academic Affairs approval.

Note: Part-time Teaching Agreements are also used to compensate adjunct faculty members teaching the equivalent of no more than 12 contact hours per week in a semester/session in accordance with the requirements outlined in the [Adjunct Faculty Workload Requirements and Responsibilities](#) policy.

Policy Reference:

Delgado Policy and Procedures Memorandum, [Workload Requirements for Full-Time Faculty](#)

Delgado Policy and Procedures Memorandum, [Released Time](#)

Delgado Policy and Procedures Memorandum, [Staffing for Summer Session](#)

Delgado Faculty Handbook: [Job Description for Department Chair](#),

Delgado Faculty Handbook: [Job Description for Instructional Faculty](#)

Delgado Faculty Handbook: [Adjunct Faculty Workload Requirements/Responsibilities](#)

Review Process:

Academic Division Deans 12/8/17

Academic Affairs Council 2/21/18

College Council 3/20/18

Distribution:

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