

Faculty Compensation

A. Faculty Salary

Annual faculty salary increases are distributed according to an overall base increase, a merit increase, and adjustments. A merit increase is based on the criteria for evaluation as listed in Section II-9 of the *Faculty Handbook*. A letter describing their increase is included with each faculty member's annual appointment letter.

B. Compensation for Internship Supervision

Elon University values experiential learning and desires that schools, departments and programs provide students with internship opportunities that are of high quality. Maintaining an internship program which is exemplary requires that faculty have adequate time and resources to plan, implement and assess internship experiences and that faculty are fairly compensated and recognized for their work. The university acknowledges that variation in size, structure and intent among schools, departments and programs necessitates some flexibility in a faculty internship compensation policy.

1. Internships supervised during fall, winter and spring semesters

a. Course-based Internships

Some departments, schools and programs offer internships on a course-basis with the faculty sponsor compensated as part of his/her standard teaching load. For internship supervision, the university uses the formula of 12 student hours of internship equals 1 faculty load hour. Actual faculty load for course-based internships is further determined using the following ranges of internship hours supervised.

12 – 23 hours of student internship = 1 faculty load hour

24 – 35 hours of student internship = 2 faculty load hours

36 – 47 hours of student internship = 3 faculty load hours

48 – 59 hours of student internship = 4 faculty load hours

Schools, departments and programs using the course-based approach should pay close attention to the quality of the experience for the individual student. As a general rule, 32 – 40 student internship hours (8 – 10 students in a 4-hour internship course) is the recommended upper limit for a single faculty supervisor to ensure a high quality experience for all students. Faculty supervising more than 10 students in a 4-hour internship course should consult

with their department chair to discuss their course and supervision methodology.

b. Individual Intern-Basis: Compensation by Overload Pay

For those schools, departments and programs in which a course-based approach is judged to be inappropriate or unmanageable, internships may be offered on an individual basis with a faculty member receiving compensation above his or her annual contracted salary. The amount of compensation will be computed as overload pay when internship supervision causes a faculty member's annual load to exceed the standard load. Overload pay is calculated using current overload pay rates and the formula of 12 hours of student internship equals 1 faculty load hour (recommended maximum of 60 student internship hours in any 3 year period). Faculty will receive overload pay in the spring semester for all internship hours supervised as overload during the academic year.

c. Individual Intern-Basis / Multiple Semester Carryover of Load Credit
Compensation by Course Release

For those schools, departments and programs in which a course-based approach is judged to be either inappropriate or unmanageable and internships are offered on an individual basis, faculty may accrue internship supervision hours for a future course release. Course release is determined using the formula of 12 student internship hours equals 1 faculty load hour (recommended maximum of 60 student internship hours in any 3 year period). Faculty should work with their department chair in determining the appropriate time for the course release.

2. Internships Supervised During Summer Semesters

Faculty who supervise internships in the summer semesters are compensated by pay for all internship hours according to the ratio of 12 student internship hours equals 1 faculty load hour applied to the standard formula for determining summer school compensation.

3. Procedures for Record Keeping

- a. Faculty supervising individual internships must inform the department chair of their intentions to seek annual overload pay or to accrue hours for course release.
- b. Faculty supervising individual internships should document their hours.

- c. Faculty seeking annual overload pay for internship supervision must submit a report of annual internship hours to the department chair by the first day of classes in the spring semester so that overload may be applied to the spring salary.
- d. Faculty seeking a course release for internship supervision must submit a report of their supervision hours to the department chair and work with the chair to arrange the future course release.
- e. Department chairs must verify faculty internship hours and make faculty aware of the compensation policy and procedures.
- f. Department chairs must submit projected overload and course release information to the dean in a timely fashion to permit salary, schedule and hiring adjustments.

C. Faculty Workload and Reassigned-Time Plan

1. Policy

Each academic department will administer reassigned course time proportional to the number of its full-time faculty. Reassignments will be given for teaching activities that are not counted as part of the course load, for service (contributions to the life of the University), and for professional activity/scholarship. Examples of these activities are described in the Criteria for Evaluation Tenured and Tenure Track Faculty (II-9, E, 3). It is expected that reassigned time will be distributed in a manner suited to address the University's, the college's/schools' and the departments' objectives and to promote balance among teaching, service and scholarship.

2. Application.

To request reassignment, members of the faculty must submit reassigned-time proposal forms to their department chairs in the fall and include the proposals as part of their Unit I development plans. Department chairs will recommend appropriate requests for approval by the deans.

3. Time Schedule.

The deadline for submissions of reassigned time requests will be announced each year and is generally in mid- to late-September. Department chairs will meet with their dean to review proposals during October. Reassigned time proposals are approved in early November.

4. Evaluation.

Faculty members must describe their progress on approved projects in the following year's Unit I reports.

(7/04)