

Extra Service Compensation Guidelines for Faculty

During the regular academic year (contract obligation period), the following activities are considered normal components of a faculty member's in-load work assignment:

- Student advisement
- Mentoring new faculty
- Assessment and Periodic Program Review activities
- Proctoring exams/guest lecturing for other faculty
- Occasional (short-term) instruction to fill in for colleagues when necessary
- Supervision of thesis/ independent study/directed study
- Portfolio evaluations for students in courses/programs not assigned to the faculty member
- Participation in *ad hoc* service activities (recruitment efforts, registration, campus functions, etc.)
- Activities related to securing and maintaining accreditations
- College committee membership

Accordingly, these duties should typically be performed without Extra-service compensation or compensatory work-load adjustments. However, in unusual cases these (or similar) assignments may exceed what can be reasonably accommodated in the faculty member's work schedule, and may constitute a "work overload" for which Extra-service compensation or other work-load adjustments are justified.

The determination of "overload" will be at the discretion of the School dean (in consultation with the department chair), and will be considered a departure from normal workload expectations. In these cases, either Extra-service compensation, or compensatory work-load reductions, re-assignments, or other workload re-arrangements, can be made. Where Extra-service compensation is provided for an instructional overload (e.g., taking on an additional course or major portion thereof) the amount should be commensurate (pro-rated) with nominal adjunct compensation for similar instructional services. Faculty who provide extra service, and/or carry a work overload, may also be eligible for merit-based DSI consideration where the degree or quality of the additional service warrants it.