



POLICY STATEMENT

NO. 2.33.03

COORDINATED BY: Office of Academic Affairs

EFFECTIVE: September 25, 2017

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<https://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements>

SUBJECT: GUIDELINES FOR LSUS FACULTY COMPENSATION

I. PURPOSE

LSUS is committed to a compensation plan that promotes fairness and equity. This policy prescribes guidelines for compensation of full-time and adjunct faculty. Any deviations to this policy must be approved in writing by the Vice Chancellor for Academic Affairs.

II. GENERAL

Many factors are considered in the determination of faculty compensation. These factors include, but are not limited to, education, experience, expertise, responsibilities, and external laws, regulations, and accreditation policies.

III. RESPONSIBILITIES

- a. Department Chairs:** Chairs assign faculty to teach all scheduled courses. Department Chairs initiate timely action to compensate faculty in accordance with this policy. Any exception to this policy must be submitted for approval through the Dean to the Vice Chancellor for Academic Affairs. This includes initiation of Offer Letters and Additional Compensation Forms. Department Chairs certify that assigned faculty complete all courses in accordance with established procedures in Academic Affairs.
- b. Deans:** Deans approve all faculty compensation actions initiated by Department Chairs that are consistent with this policy. Any exception to this policy must be submitted for approval to the Vice Chancellor for Academic Affairs. They also provide input concerning identification and

disposition of low enrollment courses to the Office of Academic Affairs. Deans monitor faculty annual earning to ensure PM-3 limits are not exceeded.

- c. **Vice Chancellor for Academic Affairs:** The Vice Chancellor for Academic Affairs is responsible for overall administration of faculty compensation in accordance with this policy, including approval of permitted exception(s) to the policy. The Vice Chancellor for Academic also approves those low enrollment courses that will be taught and offers faculty who teach these courses reduced compensation. Academic Affairs will periodically review all faculty compensation and recommend changes, if needed, to the Chancellor.
- d. **Vice Chancellor for Business Affairs:** The Vice Chancellor for Business Affairs coordinates with the Office of Academic Affairs on matters of faculty compensation. In addition, The Vice Chancellor for Business Affairs reviews all correspondence relative to faculty to ensure compensation actions fall within the constraints of the budget and established procedures.
- e. **Director of Human Resource Management:** The Director of Human Resource Management verifies that all administration relative to faculty compensation is prepared in accordance with established policy and that all compensation actions are promptly entered into the payroll system.

IV. DEFINITIONS

Course Load: Course load is the number of credit hours by semester to be taught by a faculty member. Based on Department Chair input, course loads are proposed by Deans and approved by the Vice Chancellor for Academic Affairs.

Overload: An overload is defined as any coursework taught in excess of the normal course load. Coursework taught in an overload status will be compensated at the same rate as compensation paid to an adjunct with similar qualifications. Current compensation for adjuncts, as well as regular faculty teaching overload is noted in Appendix A.

Download: A download is defined as substitution of other duties for assigned in-load coursework.

Low Enrollment Class: A low enrollment class is any class determined by the Office of Academic Affairs that has insufficient enrollment to sustain the cost of teaching the course. Specific criteria for identification of low enrollment classes will be determined by the Vice Chancellor for Academic Affairs.

Large Class: A large class is any class with enrollment that exceeds 60 students. This includes undergraduate and graduate courses across the University.

V. SUMMER SEMESTER

- a. The Summer Semester is defined as the period between the Spring Semester graduation and the first day of the Fall Semester.
- b. The normal course load for the Summer Semester is a total of six hours taught over the entire Summer Semester, regardless of when taught.
- c. Current compensation levels for the Summer Semester are noted in Appendix B.
- d. Additional compensation for large online classes will be paid during the Summer Semester, in addition to the base compensation outlined in Appendix B.
- e. The Office of Academic Affairs will review low enrollment classes and may authorize these classes to be taught. The Vice Chancellor for Academic Affairs may offer reduced compensation to faculty scheduled to teach these classes. Faculty members have the option to accept reduced compensation or not teach the class. The form in Appendix C will be completed for these low enrollment classes and submitted to the Office of Human Resource Management prior to the scheduled start of the class.

VI. ADJUNCT FACULTY PAY

- a. Adjunct faculty play a critical role in the success of our academic programs. PM-23 outlines guidance concerning the appointment and rights of adjunct faculty. Adjunct compensation is recommended by Department Chairs and approved by the Dean. Any exception to this Policy Statement must also be approved by the Vice Chancellor for Academic Affairs. Factors in determination of adjunct pay include discipline, education, experience, credentials, and licensure.

- b. Adjunct faculty compensation will be determined in accordance with Appendix A of this policy.
- c. Adjunct faculty are authorized to teach up to six hours per traditional Fall, Spring, and Summer Semester. Exceptions to this must be approved in writing by the Office of Human Resource Management.

VII. COMPENSATION FOR LARGE CLASSES

- a. Compensation for teaching large classes will be administered in accordance with Appendix D of this policy.
- b. When a faculty member is scheduled to teach classes in overload, large classes should be scheduled as in-load.

VIII. PERMANENT MEMORANDUM 3

- a. Employee compensation shall not exceed Compensation Limitations as outlined in PM-3, found here:
<https://www.lsu.edu/administration/policies/pmfiles/pm-03.pdf>.
Employees are responsible for tracking their compensation limitations.
- b. Faculty who are at the PM-3 limit, or who will exceed the limit with the addition of a scheduled class, will not be allowed to teach.

IX. DEPARTMENT CHAIR COMPENSATION

- a. Department Chairs are appointed for three-year renewable terms, in accordance with LSUS Policy Statement 2.11.01: Department Chairs.
- b. Department Chairs receive a stipend based on the size and complexity of their departments. Guidance on Department Chair stipends is noted in Appendix E.
- c. During the Summer Semester, nine-month Department Chairs are compensated at 2/9 (0.2222) of their nine-month salary and have a three-hour course load. Chair compensation of 22.22% is comprised of: 14.72% for administrative duties and 7.5% for the three-hour course load. They are expected to be available during the entire Summer Semester.
- d. Guidance on performance expectations of Department Chairs is outlined in LSUS Policy Statement 2.11.01: Department Chairs.
- e. Deans will submit an Offer Letter, PER-1, and job description for all new Department Chair appointments or renewals of appointment.

X. GRADUATE PROGRAM DIRECTOR COMPENSATION

- a. Graduate Program Directors are appointed for renewable terms of up to three years each in accordance with LSUS Policy Statement 2.28.01: Graduate Program Directors.
- b. Graduate Program Directors may report to the Chair of the Department in which the program is housed but, if approved by the Vice Chancellor for Academic Affairs, may report to the College Dean.
- c. Graduate Program Directors are compensated through a combination of course download and annual stipend. Compensation is based on program size and complexity. Factors to be considered include external reporting requirements and current resources available to the program.
- d. Guidance on Graduate Program Director compensation is outlined in Appendix F.

XI. COMPENSATION FOR FACULTY DIRECTING GRADUATE THESES AND DISSERTATIONS

- a. The download/stipend given to Program Directors to allow them to fulfill their administrative responsibilities includes oversight of all dissertation/thesis work with students. However, other faculty members who supervise dissertations or theses should earn additional compensation if they are a signatory to a completed dissertation or thesis.
- b. Compensation should reflect the greater responsibilities of dissertation vs. thesis and director vs. committee member, following the chart below:

Signatory	Paid to Signatory after Final Defense
Dissertation Chair	\$250
Dissertation Committee Member	\$200
Thesis Chair	\$200
Thesis Committee Member	\$150

Program Directors who are members of more than ten thesis or dissertation committees in a single semester should petition the Vice Chancellor for Academic Affairs through their Dean to be considered for additional compensation for this work.

XII. COMPENSATION FOR FACULTY RECEIVING PROMOTION

FROM	TO	PRIOR TO MAY 2022	EFFECTIVE MAY 2022
Associate Professor	Full Professor	\$5,000	\$6,000
Assistant Professor	Associate Professor	\$3,000	\$4,000
Instructor	Assistant Professor	\$2,000	\$3,000

This chart reflects a salary increase for promotion only and takes effect at the beginning of the academic year following promotion approval. There is no salary increase for the award of tenure.


XIII. EXCEPTIONS

- a. To maintain the objectives, integrity, and fairness of this policy statement, it is important that it be closely followed by Department Chairs, Deans, and the Vice Chancellor for Academic Affairs. However, it is possible that an exception may be deemed necessary because of the particular circumstances of a situation. The Vice Chancellor for Academic Affairs has authority to make this determination, subject to approval by the Chancellor.
- b. Particular circumstances of a situation may relate to the timing of the determination of need of instructor, availability of qualified instructors, and/or required critical expertise for a particular course. Additional compensation, if authorized, should be considered an additional stipend for that semester or term and not as the basis for a continuing compensation rate, unless subsequently so approved.

XIV. MISCELLANEOUS

- a. To ensure faculty are paid in a timely manner, all approved faculty compensation actions should be received in the Office of Human Resource Management no later than seven working days prior to the pay period cutoff date.
- b. Any faculty compensation actions not covered by this policy should be coordinated in advance with the Office of Human Resource Management.

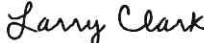
AUTHORIZED BY:

DocuSigned by:

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Helen Clare Taylor
Vice Chancellor for Academic Affairs

06/08/2022

Date Signed

APPROVED BY:

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Lawrence Clark
Chancellor

06/08/2022

Date Signed

APPENDIX A to LSUS Policy Statement 2.33.01
ADJUNCT AND OVERLOAD PAY

1. Compensation for coursework taught in an overload status by regular faculty will be identical to compensation paid to adjunct faculty in the same department.
2. Adjunct and overload pay will be proposed by the Department Chair and approved by the Dean and Vice Chancellor for Academic Affairs.
3. The following chart will be used to determine compensation for adjunct faculty and regular faculty compensation for a three-credit hour course. The amount is decreased or increased proportionally for courses with different credit hours (e.g. a one-credit hour course would be 1/3 the amount; a six-credit hour course would be two times the amount; etc.). To determine the correct pay, locate the intersection of the row for the pay grade assigned to the program, the column for the course level, and the sub-column for the instructor's qualifications (e.g. an adjunct with a Master's degree teaching a three-credit hour course, housed in a pay grade 2 program, at the undergraduate level would receive \$2000). Documentation must accompany any requests for a higher amount than the lowest in the range (e.g. length of time the person has served as an adjunct, specialized qualifications, etc.).

	Undergraduate Course		Graduate Course		Doctoral Course
Discipline	Master's Degree	Doctoral (or terminal) Degree	Master's Degree	Doctoral (or terminal) Degree	Doctoral Degree
Pay Grade 4 College of Business, EdD, MEdCI, MEdL, MPH	\$2000 - \$3000	\$2500 - \$3500	\$3000 - \$4000	\$3500 - \$4500	\$3500 - \$4500
Pay Grade 3 Computer Science, MSC, NPA, SSP	\$2000 - \$3000	\$2500 - \$3500	\$3000 - \$3500	\$3500 - \$4000	n/a
Pay Grade 2 School of Education, School of Human Sciences, School of Mathematics & Sciences	\$2000 - \$3000	\$2500 - \$3000	\$2500 - \$3500	\$3000 - \$4000	n/a
Pay Grade 1 Kinesiology & Health Science, School of Humanities & Social Sciences	\$2000 - \$3000	\$2500 - \$3000	\$2000 - \$3000	\$2500 - \$3500	n/a
Student Teacher Supervisor	\$1500	\$1500	n/a	n/a	n/a

APPENDIX B to LSUS Policy Statement 2.33.01**SUMMER SCHOOL COMPENSATION FOR NINE-MONTH FACULTY**

1. The normal load for summer teaching is six credit hours. The maximum base compensation for teaching a six-hour load during the Summer Semester is \$12,500.
2. Salary for teaching up to six in-load credit hours during the Summer Semester is as follows:
 - Three hours: 7.5% of nine-month salary
 - Four hours: 4/6 of 15% of nine-month salary
 - Five hours: 5/6 of 15% of nine-month salary
 - Six hours: 15% of nine-month salary (not to exceed \$12,500)
3. Any courses in excess of six hours taught in the summer by a regular faculty member will be considered overload. Compensation for these courses will be in accordance with Appendix A of this policy.
4. Summer Semester teaching by regular faculty should not exceed nine hours.
5. Summer Semester teaching for adjunct faculty will not exceed six hours. Exceptions must be approved in advance by the Office of Human Resource Management.
6. Faculty teaching large classes are eligible for additional compensation per Appendix D of this policy.

APPENDIX C to LSUS Policy Statement 2.33.01
LOW ENROLLMENT OPTION AGREEMENT**AGREEMENT**

The purpose of this statement is to confirm my understanding of the regular summer school pay schedule:

Regular Compensation:

One three-hour course: payment is 7.5% of academic salary

Two three-hour courses: payment is 15% of academic salary (capped at \$12,500)

Additional three-hour course payment is per LSUS Policy Statement 2.33.01. Due to low course enrollment, I voluntarily agree to teach _____ (course prefix and number) at a lower rate of pay during Summer ____ (year). The rate of pay will be _____.

Employee Printed Name

Employee Signature

Date

Dean Signature

Date

Vice Chancellor for Academic Affairs Signature

Date

**THIS DOCUMENT MUST BE SUBMITTED TO THE OFFICE OF HUMAN RESOURCE
MANAGEMENT FOR PAYROLL PROCESSING.**

APPENDIX D to LSUS Policy Statement 2.33.01
COMPENSATION FOR LARGE CLASSES

1. Additional compensation for large classes will be calculated using census day enrollment figures for the session.
2. For regular faculty, this compensation will be requested on Form PER-3, accompanied by a certified copy of the census day enrollment figures and other relevant documentation. For adjuncts, this compensation will be requested through an Offer Letter to the adjunct outlining the additional compensation. Upon receipt of the completed compensation paperwork by the Office of Human Resource Management, payment will be made in a single lump sum payment on the last pay date of the term.
3. The following chart represents additional compensation for large class enrollment. It is based on a three-credit hour course. The amount is decreased or increased proportionally for courses with different credit hours (e.g. a one-credit hour course would be 1/3 the amount; a six-credit course would be two times the amount; etc.).
4. Non-credit courses that do not award letter grades are not eligible for large class additional compensation.
5. To determine the correct pay, locate the intersection of the row for the pay grade assigned to the program, the column for the course level, and the sub-column for the instructor's qualification (e.g. an adjunct with a Master's degree teaching a three-credit hour course, housed in a pay grade 2 program, at the undergraduate level would receive \$20 for each student over 60 enrolled students). The number of students for which additional compensation is paid is determined by the census day enrollment minus 60 (e.g. if census day enrollment is 100, the additional compensation is calculated as $100 - 60 = 40$; therefore, the instructor in the example above would be paid for 40 students at a rate of \$20 for a total of \$800). This is in addition to the initial adjunct base compensation. **Total compensation for any single, large class will not exceed \$8400.**
6. Summer School – large class size compensation: Summer salary for teaching up to six in-load credit hours is calculated according to Appendix B, paragraph 2. For the first two courses, the large class size compensation will be calculated in addition to the summer school salary. If a third course is taught during summer,

the large class size total compensation amount will not exceed \$8400.00
(including overload pay).

Compensation/Student beyond 60 Enrolled Students (not to exceed \$8400)					
	Undergraduate Course		Graduate Course		Doctoral Course
Discipline	Master's Degree	Doctoral (or terminal) Degree	Master's Degree	Doctoral (or terminal) Degree	Doctoral Degree
Pay Grade 4 College of Business, EdD, MEdCI, MEdL, MPH	\$40	\$50	\$50	\$60	\$60
Pay Grade 3 Computer Science, MSC, NPA, SSP	\$30	\$40	\$40	\$50	n/a
Pay Grade 2 School of Education, School of Human Sciences, School of Mathematics & Sciences	\$20	\$30	\$30	\$40	n/a
Pay Grade 1 Kinesiology & Health Science, School of Humanities & Social Sciences	\$10	\$20	\$20	\$30	n/a

APPENDIX E to LSUS Policy Statement 2.33.01
DEPARTMENT CHAIR COMPENSATION

1. Department Chair compensation is based on the size of the department.

Departments are assigned a tier, as follows:

- TIER 1: One to four full-time faculty members
- TIER 2: Five to eleven full-time faculty members
- TIER 3: Greater than eleven full-time faculty members

Each tier is assigned a compensation range as indicated below. The intent of this is to give Deans a means to provide greater compensation to a Department Chair for special circumstances or seniority. New Department Chairs are expected to be compensated at the minimum level for that tier. Exceptions to this must be approved by the Vice Chancellor for Academic Affairs.

TIER	ANNUAL RANGE
TIER 1 (one to four faculty)	\$3000 - \$5000
TIER 2 (five to eleven faculty)	\$5000 - \$7000
TIER 3 (greater than eleven faculty)	\$7000 - \$10000

2. Deans may recommend to the Vice Chancellor for Academic Affairs that Chairs of departments with a substantially large student-to-faculty ratio be compensated at a higher rate.
3. Departments with greater than 20 full-time faculty members are authorized an Associate Chair. Associate Chair compensation will be determined by the Vice Chancellor for Academic Affairs based on recommendations and justification from Deans.
4. Twelve-month Department Chairs receive no additional compensation for the Summer Semesters
5. Nine-month Department Chairs earn 2/9 of their gross salary (academic base salary plus chair stipend) for the summer and are required to teach three hours during the Summer Semester.
6. Nine-month Department Chairs will be paid in equal installments over the nine-month period. Twelve-month Department Chairs will be paid in twelve monthly installments.

APPENDIX F to LSUS Policy Statement 2.33.01
GRADUATE PROGRAM DIRECTOR COMPENSATION

1. Because graduate programs are significantly different across the University, compensation for Graduate Program Directors may also vary significantly.
2. Graduate Program Director compensation may consist of a course download, stipend, or combination of both. Additional compensation consideration should be given to program size, complexity, and resources available to the Director.
3. Based on program size, graduate programs are assigned a tier, as follows:
 - TIER 1: Fifteen or fewer students
 - TIER 2: Sixteen to thirty-five students
 - TIER 3: Thirty-six to seventy-five students
 - TIER 4: Seventy-six students or more
4. Student headcount will be as of census day for the traditional Fall Semester.
5. Graduate Program Director appointments should be made with an Offer Letter.
6. The following chart will be used to determine appropriate Graduate Program Director annual compensation:

TIER	ANNUAL STIPEND RANGE	MAXIMUM COURSE DOWNLOAD (per semester)
TIER 1 (fifteen or fewer students)	\$3000 - \$4000	3 hours
TIER 2 (sixteen to thirty-five students)	\$4500 - \$6000	3 hours
TIER 3 (thirty-six to seventy-five students)	\$6000 - \$7500	6 hours
TIER 4 (seventy-six students or more)	-determined by Vice Chancellor for Academic Affairs -approved by Chancellor	-determined by Vice Chancellor for Academic Affairs -approved by Chancellor