

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE NO. 6026

Faculty Workload

Date Adopted:

Date Revised:

Date Reviewed:

References: Based on College Catalog Policy, January 15, 2013

Faculty Overload/Summer Teaching

Full-time faculty members may be given additional courses to teach during fall and spring semester to meet needs resulting from student enrollment. When regular full-time faculty may be on vacation or on leave, the college may recruit part-time faculty during the summer to teach to meet student enrollment needs. Compensation for this type of work is provided through the use of Appendix B and C for part time faculty. Compensation of full time regular faculty members are compensation using the formulas provided in Board Policy No. 6009 Section (6) (b) & (c).

b) *This plan is based on the current (adopted May 2013) referred to Appendix B and C.*

1) *For temporary faculty, the rate per contact hour is: for instructors with less than two years of relevant teaching experience (see Appendix B) and for instructors with two or more years of relevant teaching experience (see Appendix C). The rate is then multiplied by the number of contact hours taught*

2) *The amount is then divided by the number of pay periods for that term of employment and paid according to the normal bi-weekly schedule or, for State Campuses, divided into two equal payments to be paid at mid-term and after grades are submitted.*

The resulting rate is then multiplied by the number of contact hours taught

c). *For full time regular faculty, the calculation of compensation is based on the following formula:*

$\$21,743 \text{ (Annual Salary)} \div 20.5 \text{ (Pay Periods)} = \$1,060.60 \div 80 \text{ (biweekly hours)} = \$13.26 \text{ hourly rate}$

$\$13.26 \text{ (hourly rate)} \times 2 \text{ (1 teaching hour and preparation hour)} = \$26.52 \times 16 \text{ (weeks)} = \$424.32 \text{ (per contact hour)} \times 1.2\% \text{ (incentive)} = \$509.19 \text{ per contact hour.}$

Procurement of Contract

Employees who have questions about these formulas should contact HRO or the campus HR representative. The compensation is determined when the contract is prepared for each term a full-time regular faculty is teaching over load during spring and fall semester and during the summer. Likewise, compensation is made for part-time faculty members who are not full-time regular faculty members, but are recruited to teach when a contract is prepared.

At the National Campus, a contract for overload and part-time teaching is prepared by the VPIA's office.

At the State Campus, a contract for overload and part-time teaching is prepared by the instructional coordinator.

Routing Process for Part-Time Teaching Contracts

The instructional coordinator from the campus will send through email or in hard copy the contract for the part-time instructors for the campus directly to the VPIA as the first point of review and endorsement. Figure 7.1 provides an overview of the routing process.

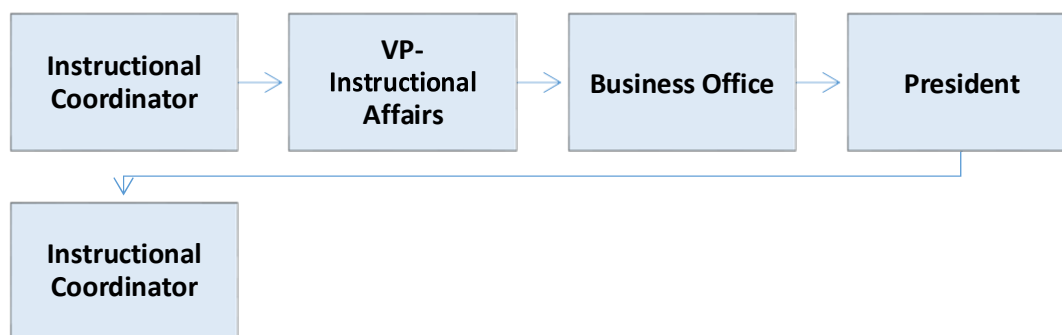


Figure 7.1. The Routing Process for Part-Time Teaching Contracts

The instructional coordinator transmits complete and accurate contracts with relevant required supporting documents and assures accreditation of schools attended by part-time instructors.

The vice president reviews to verify and assure correct work load, contact hours, certification of faculty to teach specific courses, satisfactory performance that support the contract, correct compensation level that match credentials, complete workload documents, and employability of part-time instructors. Documents for this level of review include:

- ✓ Contract Form
- ✓ Copy of FSM social security card (for initial contracts)
- ✓ Classroom Observation Form (for all part-time instructors who are not full-time faculty for each semester they teach)
- ✓ Work load report forms (for all regular full-time faculty for spring and fall they teach overload)
- ✓ Copy of transcripts (first time part-time instructors)
- ✓ Copy of passport (first time part-time instructors)
- ✓ Copy of employment permit (for individuals on permit)
- ✓ Authorized/release letter from employer of part-time instructors who are working with another employer at the time of the part-time contract with the college.

The **Business Office** reviews to verify funding availability to support the contracts.

The **president makes the final decision** after individual offices above have completed their part in the review process and confirm the contract to be valid and necessary.

The instructional coordinator, as the initiator of the contracts and supervisor of the faculty teaching, will be provided copies of all approved/disapproved contracts. The President's Office will forward the contracts to the office of the president of instructional affairs, and VPIA staff will email copies

within one to three working days from receipt date to the remote campuses (Chuuk, Yap, FMI, and Kosrae), while hard copies are provided (High Quality of Scanned copies are acceptable):

- ✓ Instructional coordinators at the Pohnpei and National Campus.
- ✓ Business Office for payroll
- ✓ Human Resources for personnel file.

The instructional coordinators will provide approved contracts to individual part-time faculty for signature and distribution while maintaining their own files on these appointments.