

College of The Arts
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Operational Guidelines - Adjuncts

The purpose of all of our College policies should be to help us realize our strategic plan. Our strategic plan is organized into five major goals, each with associated strategies and tactics. This policy will support the following goals (**bold**):

- **Access, Equity, & Diversity**
- **Research/Professional Practice & Academic Excellence**
- Innovative Learning Environment
- **Governance, Operations, & Finance**
- Community, Leadership, & Engagement

Units are responsible for funding all of the adjunct costs as listed below from their allocated resources, unless specified elsewhere.

All adjunct hires must be in accordance to the SEIU Collective Bargaining Agreement.
(<https://www.usf.edu/hr/employment-resources/employee-labor-relations/cba.aspx>)

For CoTA Adjuncts, the instructional credit hours determine the FTE assigned and the salary amount.

- FTE will be 0.06 FTE per credit hour to not exceed 0.74 per semester.
- CoTA Adjuncts will be paid a set amount regardless of the academic term length (ie. Fall/Spring, Wintersession/Maymester; Summer A/B/C).
- Adjunct salary rate for undergraduate courses is \$1,100 per credit hour or \$3,300 for a 3-credit hour course.
- Adjunct salary rate for graduate courses is \$1,300 per credit hour or \$3,900 for a 3-credit hour course.

Based upon funding availability, Director's may add additional amounts to the adjunct salary. A decision to do so must be applied to all adjunct appointments within the school, in accordance to the following:

- The additional amounts are flat amounts per course (minimum 3-credit hour course) up to a maximum of two courses.
- Semesters of Service at USF
 - Only OPS-Adjuncts will be given opportunities for the Semesters of Service increase. Employees on a position number (faculty and administration) will not be given a Semesters of Service increase.
 - 6 semesters (going into 7th semester) - \$400
 - 12 semesters (going into 13th semester) - \$800
 - 18 semesters (going into 19th semester) - \$1,200
- Professional Experience
 - Professional Experience - \$600
- For undergraduate courses, the maximum adjunct salary is capped at \$4,500 for a 3-credit hour course.
- For graduate courses, the maximum adjunct salary is capped at \$5,100 for a 3-credit hour course (\$9,000 for a 6-credit hour course).

Compensation, above and beyond the instructional payment, may be given to adjuncts who we wish to hire for additional duties.

- The additional amounts may not exceed \$4,000.
- The FTE must be increased to reflect the work effort relative to the additional duties. For undergraduate adjuncts divide the additional compensation amount by \$18,333 to get the additional FTE. For graduate adjuncts divide the additional compensation amount by \$21,666 to get the additional FTE.

In addition to this, special consideration will be given for prestigious adjunct appointees to provide additional salary beyond the above-mentioned maximums.

- The prestige amounts may range from a minimum of \$1,000 to a maximum of \$10,000.
- Each Unit will be allowed up to 25% of their total semester adjunct hires to receive a prestige salary addition.

In cases of sabbaticals or leave by regular faculty, the College will pay for adjunct replacements commensurate with and to cover the individual faculty member's normal teaching load. College funded adjunct replacement costs will be provided for the following types of leave: full year sabbatical, half year sabbatical; FMLA; Parental leave; Professional Development; and Leave of absence without pay. The College will not provide adjunct replacement costs, if other funding has been provided from outside the College. The College will hold E&G cash savings, if any, from the various leave types to be used to cover all of the above listed instructional replacement costs. All adjunct replacement budget/funding will be distributed to the department's chartfield.

Co-teaching is not encouraged, but permitted. The distribution of credit hours and FTE must be determined in co-teaching courses and paid accordingly. Additions to salary may occur as listed above as it pertains to the individual faculty members.

Overload for 9-month or 12-month faculty in teaching courses must follow University guidelines and process.

Staff employees are not permitted to teach as adjuncts.

Administration employees are permitted to teach as adjuncts assuming they are certified for teaching with an appropriate degree or professional equivalent provided with the hiring packet. Administration employee can negotiate to be paid extra compensation with an adjunct appointment and/or taking a reduction in current work duties to include teaching as a part of their regular 1.0 FTE.

The policy will be reviewed annually and updated as appropriate.

Select Small Enrollment Adjunct Policy

- SoM Applied Studio
 - Appointment Expectations
 - Adjunct faculty will provide 60 minutes of one-on-one applied studio instruction per week per student.
 - If enrollments for a studio are two or more, then the adjunct faculty will in addition have a 60-minute studio class each week with all the students.
 - There will be 15 weeks of applied studio instruction with additional expectations of involvement in juries, recitals and recruitment.

- Adjunct faculty will provide students sufficient exercises (100 minutes per week per credit hour enrolled) and material for them to practice and fulfill the number of credits for which the student is enrolled.
 - FTE
 - According to NASM...*“normally, the upper limit for a full load for private studio instruction is approximately 18 clock [instructional] hours per week.”* At USF full-time begins at 0.75 FTE, therefore an adjunct will be considered full-time at a 0.75 FTE if they reach 18 or more students. However, the maximum number of students an adjunct can instruct per semester is 17.
 - The FTE is calculated at 0.0417 per student enrolled in an applied studio course. This equates to 100 minutes a week allowing for the additional expectations and involvement noted above to be included in the overall FTE.
 - If a studio class is added to the appointment, this will increase the FTE by an additional 0.025 FTE.
 - Salary
 - Payment for adjunct services will be paid as a contractual amount following the University’s HR appointment and USF Payroll policies and procedures.
 - The starting rate for applied studio adjuncts is \$675 per student.
 - Base rate - \$675 per student
 - Completed 6 semesters (going into 7th semester) - \$725 per student
 - Completed 12 semesters (going into 13th semester) - \$775 per student
 - Completed 18 semesters (going into 19th semester) - \$825 per student
 - Studio Class payment based on the 0.025 FTE.
 - Base rate - \$404
 - Completed 6 semesters (going into 7th semester) - \$435
 - Completed 12 semesters (going into 13th semester) - \$465
 - Completed 18 semesters (going into 19th semester) - \$495
- Adjuncts are not permitted to be hired as instructor of record for the following course types without exception granted by the Dean’s Office.
 - Independent Studies or Directed Studies
 - Thesis or Dissertation
 - Internship