



## PAYMENT GUIDELINES FOR TEMPORARY INSTRUCTIONAL STAFF

These guidelines apply to individuals who (1) do not currently hold a permanent full or part-time position at UW-Green Bay and (2) are being hired to teach one or more credit courses and (3) will be the instructor of record or one of the instructors of record for the course(s) they will teach. *They do not apply to Lecturers on **academic year** renewable or non-renewable appointments.*

### Adjunct Instructors

The Adjunct Instructor title should be used when individuals have a non-credit instructional appointment less than one semester in length. Adjunct Instructors should be paid on a lump sum basis. A minimum, full-time base rate of \$18,000 should generally be used for purposes of preparing the [Personnel Action Request](#).

### Associate Lecturers

The Associate Lecturer title is used when individuals have a one-semester teaching appointment that consists entirely of semester-long credit courses. The full credit load for associate lecturers is 13.5 credits per semester. Any additional credits taught would need to be compensated through approved overload. All Associate Lecturers will be paid on a C-basis. Associate Lecturers may or may not be eligible for fringe benefits depending upon their particular situation. *Contact Human Resources if you have questions and before you promise someone that they will receive benefits.*

## PROCEDURES

Dean/division heads are responsible for making adjunct instructor and associate lecturer hiring decisions, ensuring that individuals hired to teach courses within their divisions are qualified to do so and that all necessary documentation and paperwork is forwarded to the Human Resources Office for processing. These procedures are also intended to establish a centralized, up-to-date source of information for all adjunct instructors and associate lecturers hired at UW-Green Bay.

1. **Hiring Across Divisions.** The hiring of associate lecturers should be communicated to other divisions who also hire associate lecturers and adjunct instructors. This should be done to alert a dean/division head to the possibility that FTE and/or the payment of fringe benefits may be required.
2. **Hiring Documentation Reviewed.** It is recommended that formal offers not be extended to an individual until all supporting hiring documentation has been reviewed by the dean/division head (or designee) to ensure that the individual is qualified to teach the specified courses and is actually able to do so:
  - a. position announcement or description of proposed teaching responsibilities;
  - b. current vita; and
  - c. unofficial or official transcript of highest degree obtained.<sup>a</sup>

<sup>a</sup>For new hires, receipt of transcripts are not needed until the person's first day of employment. Once an adjunct instructor or associate lecturer is hired by any division within UW-Green Bay and a personnel file established, a vita and transcript no longer need to be requested. Individuals who obtained their highest degree from UW-Green Bay can have this verified directly by the division contacting the Registrar's office (a transcript on file is not necessary).



**3. Compensation Rates.** Effective January 8, 2021 the minimum base rate for Associate Lecturers is \$28,188. The following per credit amounts should be used when determining specific base rates for Associate Lecturers.

Per-Credit Compensation Rates for Associate Lecturers is determined based upon the level of degree held. Candidates that hold a Masters degree may be paid between \$1,044 to \$1,375 per credit. Candidates holding a PhD or other terminal degree may be paid \$1,100 to \$1,500 per credit.

\* Compensation ranges can be adjusted at the Dean’s discretion to account for factors such as market demand, content specialization, course development requirements, instructional experience or other relevant factors. Maximum per credit rates can be exceeded with prior approval of the Provost and Vice Chancellor for Academic Affairs (or designee).

Computation of Base Rates. You are not required to complete a single PA for an individual who teaches courses for more than one division in a single semester. When completing a [Personnel Action Request](#) the base rate for a particular individual should be calculated by totaling the compensation received for each course taught, dividing by the number of credits taught and multiplying by 27.

For example, Bill Jones is scheduled to teach:

Intro to Psychology, Section 1	3 credits	\$ 3,330	Fund 102
Experimental Psychology,	3 credits	\$ 3,600	Fund 131
Tests and Measurement,	<u>3 credits</u>	<u>\$ 3,400</u>	Fund 102
	9 credits	\$10,330	

$$\text{Base Rate} = \$30,990 (\$10,330/9 = \$1,147.78 \times 27)$$

**4. Conduct Criminal Background Check.** It is strongly recommended that the criminal background check be conducted prior to sending the offer letter to the candidate. Department representatives can run background checks through the campus vendor, HireRight.

*Note: For new adjuncts hired, be sure to inform candidate that they will receive an e-mail from HireRight requesting authorization to process the background check.*

**5. Offer Letter Drafted.** The dean/division head drafts the formal offer letter using the *Associate Lecturer Offer Letter template* (maintained by HR through the campus OneDrive) and sends this to the candidate for signature acceptance of the position. Administrative support staff are encouraged to contact Human Resources to determine which forms should be included in the offer letter. A process should be established by the dean/division head to ensure that materials are distributed as follows when the signed offer letter and employment forms are returned to the division.

**6. After Signed Offer Letter is received by the dean/division head.** The Form I-9 is initiated electronically by the administrative support person in the new instructor’s unit for employment verification no later than the individual’s first day of employment.

The original signed offer letter, completed [Personnel Action Request](#), any required hiring paperwork as identified within the appointment letter, vitae, and transcripts (if appropriate) are forwarded to the Human Resources Office.



*Note: If any of these items are missing when the signed offer letter is sent to the Human Resources Office, the dean/division head (or designee) is responsible for obtaining them and sending them to the Human Resources Office.*

- 7. Welcome and I-9 Verification.** The dean/division head (or designee) should notify the new employee's unit chair/supervisor when the signed offer letter has been received. The unit chair/supervisor (or designee) is the responsible for establishing a "welcome" process including completion of the [Onboarding Checklist \(Faculty and Instructional Academic Staff\)](#).

Within three (3) days of the start of employment, verify the employee's employment eligibility by electronically completing Section 2 of the Form I-9

**When Human Resources Receives the Hiring Forms.** The Human Resources Office will be responsible for establishing and maintaining a file for all adjunct instructors and associate lecturers and will provide the Payroll and Benefits Specialist with the original Personnel Action Request, a copy of the signed offer letter, and required hiring paperwork so that the new employee can be placed on the payroll. In the event the employee is eligible for benefits, they will be contacted for a benefits orientation.

**Network/E-mail/SIS Access.** Once a complete employee file is received by HR, email and network accounts will be created within approximately 3-5 business days depending upon the appointment start date. Please send new hire paperwork in as soon as possible to ensure network access upon the first day of employment. If employee campus information is not provided on the Personnel Action Request or new hire paperwork at the time of hire, the general department phone number and office suite will be entered into the HR system. Please contact Human Resources regarding any updates to the online directory.